

CONTRACTUAL AGREEMENT

BETWEEN

MARCELLUS CENTRAL SCHOOL DISTRICT

MARCELLUS, NEW YORK

COUNTY OF ONONDAGA

AND THE

MARCELLUS FACULTY ASSOCIATION

JULY 1, 2026 – JUNE 30, 2030

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ARTICLE 1:00 PROCEDURAL AGREEMENT

1:10 RECOGNITION

During the period of this agreement, the Marcellus Central School District Board of Education recognizes the Marcellus Faculty Association as the exclusive negotiating agent for all certified personnel, full-time and part-time, including school nurses, (Appendix 1:10 identifies the salary, benefits, and terms of employment for school nurses) and athletic trainers (Appendix 1:11 identifies the salary, benefits, and terms of employment for athletic trainers) (except Superintendent of Schools, Assistant Superintendents, Director of Pupil Services, Assistant Superintendent for Business, all other Administrators, and all teachers hired for less than thirty (30) consecutive school days. At the discretion of the Superintendent of Schools, a teacher hired for an anticipated duration of thirty (30) or more consecutive school days who is absent for a legitimate reason during the first thirty (30) school days may be recognized as part of the bargaining unit upon completion of thirty (30) non-consecutive school days of service.

1:20 AREAS FOR DISCUSSION AND AGREEMENT

This constitutes an agreement between the Marcellus Central School District Board of Education and the Marcellus Faculty Association to reach mutual understanding regarding matters related to terms and conditions of employment.

1:30 PROCEDURES FOR CONDUCTING NEGOTIATIONS

- 1:31 Negotiating Teams: The Superintendent and/or his designated representative(s) will meet with representatives designated by the Marcellus Faculty Association for the purpose of discussion and reaching mutually satisfactory agreements.
- 1:32 Opening Negotiations: The Marcellus Faculty Association and the Marcellus Central School District Board of Education agree to open negotiations no later than February 1 of each contract year upon written request by the Marcellus Faculty Association or the Superintendent of Schools. (All issues proposed for discussion shall be submitted in writing by the employee organization and the Superintendent or their designated representative at the first formal meeting following agreements on procedure for negotiations.)
- 1:33 Negotiation Meetings: The Board of Education and/or designated representative(s) shall meet at mutually agreed upon places and times with representatives of the Marcellus Faculty Association for the purpose of effecting a free exchange of facts, opinion, proposals, and counter-proposals in an effort to reach mutual understanding and agreement. All meetings will be executive meetings. Following the initial meetings as described in Section 1:32 above, such additional meetings shall be held as the parties may require to reach an understanding on the issue(s) or until an impasse is reached.

1:34 Exchange of Information:

1:341 Both parties and/or the Superintendent shall furnish each other, upon reasonable written request, all available information pertinent to the issue(s) under consideration.

1:342 Answers to proposals shall be submitted to the other party within a mutually determined time.

1:35 Consultants: The parties may call upon consultants to assist in preparing for negotiations and to advise them during conference sessions. The expense of such consultants shall be borne by the parties requesting them.

1:36 Release of Information: The parties agree that, during the period of negotiations and prior to reaching an agreement that any item to be released to the public concerning these negotiations will be first submitted to the opposite party for discussion between the chief negotiators. This should not be interpreted as a method of blocking the release of this information.

1:37 Reaching Agreement: When consensus is reached covering all areas under discussion, the proposed agreement shall be reduced to writing as a memorandum of understanding and submitted to the Marcellus Faculty Association and the Board of Education for approval. Following approval by a majority of the membership of the Marcellus Faculty Association and by a majority of the Board of Education, it shall be signed by the Superintendent and the President of the Marcellus Faculty Association and shall become a part of the official minutes of the Marcellus Central School Board of Education. When appropriate, provisions in the agreement shall be reflected in the individual certificated employee's salary notice. The agreement shall not discriminate against any certificated member of the staff, regardless of membership or non-membership in any local professional organization.

ARTICLE 2:00 LEAVES

2:10 SICK LEAVE

2:11 Sick Days:

2:111 Certified staff members shall be advanced sick leave for each month remaining in that school year as follows:

<u>Certified Staff Member</u>	<u>Monthly Amount</u>
10 month employee	1.20 days
11 month employee	1.18 days
12 month employee	1.16 days

First year certified personnel are not eligible for current year's sick leave allowance until they report for duty and are physically capable of performing their duties.

2:112 Sick leave shall be earned:

10 month employee - 12 days/year
11 month employee - 13 days/year
12 month employee - 14 days/year

A staff member who is absent due to illness for five (5) or more consecutive working days may be required by the District to produce a doctor's note verifying the need for leave time due to illness.

2:12 Accumulation: Individual sick leave days may accumulate to a maximum of two hundred (200) days.

2:121 Sick Day Reimbursement at Retirement

All members will be reimbursed for unused sick days at a rate of \$70 per day, for a maximum of 100 days, to be paid as a non-elective employer contribution into a 403b Plan (as described in Section 17:60).

2:13 Notification: At the beginning of each school year, each staff member may request, in writing, the total number of individual sick days which have been accumulated to date.

2:14 Parental Leave: Absence of an employee in the first twenty school days within six weeks of birth or adoption, or eight weeks of Cesarean section, will not be deducted from the member's sick time or seniority. This benefit will be limited to twenty days per pregnancy for one parent even if both parents are MFA members. After parental leave of 20 days is exhausted, members may utilize accrued paid

leave in accordance with the terms of this agreement. This benefit will be extended to a maximum of 5 members per year. Leave for additional members may be granted at the discretion of the superintendent.

For maternity leave, disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom shall be treated as temporary disabilities for all job-related purposes. Sick leave shall be applied to disability due to pregnancy or childbirth on the same terms and conditions as they are applied to other temporary disabilities.

A bargaining unit member requesting parental leave shall notify the Superintendent in writing as soon as the decision to make this request has been made. The letter shall include the length of leave being sought as well as the probable date of its commencement (see appendix 2:14). The Parental Leave will be granted for not more than the balance of the school year in which the bargaining unit member starts this leave, plus any part of an additional school year. Reasonable notice will be given by the bargaining unit member of the date of intended return. It is understood that teachers shall not be excluded from employment because of pregnancy; the District will not establish an arbitrary date for termination of the parental leave; and the District will permit a pregnant employee to continue working as long as physically able to perform the duties of the position. Due to educational advantages for students, teachers are encouraged to return at the beginning of a semester or school year. Elementary teachers may also wish to consider the day immediately following the Christmas recess as being an advantageous time for return. However, it is understood and both parties recognize that some teachers may not be able to meet this condition.

2:15 Sick Leave Bank:

- 2:151 New employees who are part of the bargaining unit must either donate one (1) sick day to the sick leave bank or opt out of the sick leave bank. New employees who are part of the bargaining unit and wish to opt out of the sick leave bank must notify the District in writing within 10 school days of commencement of their employment.
- 2:152 All days in the bank, including both District-donated days and employee-donated days, shall roll over from year to year.
- 2:153 After the start of the school year, if the number of days in the bank falls below 80 (including both District-donated days and employee-donated days), the District shall automatically deduct from each member of the bank one additional sick day to be contributed to the bank. If a member does not have any sick days when the automatic deduction happens, the District will deduct one (1) sick day from that member immediately upon accrual of additional sick days.

- 2.154 At the beginning of each school year, if the bank is below 160 days (including both District-donated days and employee-donated days), the District shall contribute enough days to the bank so the balance shall be 160 days to start the school year.
- 2.155 Sick bank days may only be used after a teacher's accumulated sick leave, including sick days, family sick days, and personal leave, has run out. Use of sick bank days will cease when the person dies, recovers, or Disability Insurance coverage takes over. The application for use of the sick leave bank can be found in Appendix 2.154
- 2.156 The maximum number of days from the bank that any individual may use in any school year is thirty (30).
- 2:157 Application for sick bank days shall be made to the Superintendent on the form mutually agreed upon by the Superintendent and the Marcellus Faculty Association. (APPENDIX 2:154)
- 2.158 Direct donation of sick leave days from one bargaining unit member to another will not be permitted.

2:20 FAMILY ILLNESS

Absence occasioned by an illness in the certified staff member's immediate family shall be granted at full pay for a maximum of five (5) days per year. Immediate family includes spouse, children, parents, mother-in-law, father-in-law, grandparents, grandchildren, brothers, sisters, or a domestic partner of the employee living in the household of the employee, or others at the discretion of the Superintendent of Schools. Days can be taken beyond the five-day limit and shall be taken as sick leave.

Family illness leave may also be used for child rearing purposes under certain circumstances. Family illness leave used for child rearing purposes shall include:

- The birth of a certified staff member's child, within the first six weeks after birth.
- The adoption of a child by a certified staff member, within the first six weeks after the adoption.
- The fostering of a child by a certified staff member, within the first six weeks of foster care placement.

Unless the absence is related to illness of the certified staff member's immediate family, days for this purpose are restricted to the five-day limit.

2:30 FUNERAL LEAVE

2:31 Absence occasioned by attendance at a funeral in the immediate family (same definitions as in 2:20) shall not be construed as sick leave. Leaves for funerals of members of immediate families shall be granted at full pay for a maximum of five (5) days per funeral.

2:32 Any extension beyond these limits shall be deducted first from personal leave days and then from sick leave days. Leave for funerals of some other persons other than immediate family shall be deducted first from personal leave and then from sick days.

2:40 PERSONAL LEAVE

2:41 For the transaction of personal matters, there shall be an allotment of four (4) days at full pay. Reasonable notice of such leave shall be given as soon as possible. Permission must be granted by the Superintendent of Schools or his designated representative(s); i.e., Building Principal. (Items covered: own wedding; college graduation for self, spouse, son or daughter; taking son or daughter to college; legal transaction; required court business; religious; paternity; child rearing; adoption or other at the discretion of the Superintendent of Schools).

2:42 For three (3) of the personal days, no reason need be given except when they fall prior to or subsequent to a holiday or vacation, in which case they must be for a reason specified in Section 2:41, above, and they may not be for travel convenience, or other vacation or holiday convenience, or lengthening the vacation or holiday, unless the Superintendent of Schools determines, at his or her

discretion, that there are extenuating circumstances supporting the use of personal days for travel-related reasons.

- 2:43 Any unused personal leave will be added to the individual staff member's accumulated sick leave in the next year.
- 2:44 Request for leave shall be made out on the attached form (APPENDIX 2:44) and except in the case of emergency situations submitted sufficiently in advance of the dates requested to be acted upon.

2:50 PROFESSIONAL LEAVE

- 2:51 Retirement System: Up to a maximum of three (3) officially authorized delegates and/or alternates as required will be given time off with pay to attend conferences of the New York State Retirement System. The District will assume responsibility for the delegates' and/or alternates' pay and for the payment of substitutes for them.
- 2:52 Marcellus Faculty Association Days: Up to a maximum of four (4) total days will be granted annually by the District to authorized delegates and/or alternates as required to attend conferences of State and National affiliates of the Marcellus Faculty Association. The District will assume responsibility for the delegates' and/or alternates' pay and for the payment of substitutes for them.
- 2:53 Educational Committees: Teachers may serve on educational committees or commissions such as those established by the state legislature, State Education Department, or others at the discretion of the Superintendent of Schools and when allowable expenses are paid by the sponsoring agency and are approved by the Superintendent of Schools.
- 2:54 Conferences: Institutes, Visitations:
 - 2:541 Attendance: Teachers may attend conferences or institutes relating to their area of assignment or overall educational responsibilities as well as intra- and inter-school visitations upon advance approval of the building principal and Director of Pupil Services. The District will assume responsibility for the teachers' pay and the payment of the substitute.
 - 2:542 Expenses: Reimbursement for expenses will be based on approved estimated expenses submitted prior to the attendance at the conference, institute, or visitation.
 - 2:543 Procedures: (Conferences/Institutes)
 - A. The Administration will seek budget support for conference requests.

- B. Teachers will be notified within fifteen (15) days of the submission of their request if their request is to be accepted and funded.

2.55 Chaperoning: Teachers assigned by the Administration to take part in, or chaperone, a school-sponsored trip will receive full pay and benefits with no loss of leave time.

2:60 LEAVES OF ABSENCE

2:61 Care of Sick Member of Immediate Family: Written request must be submitted to the Superintendent of Schools and Board of Education approval is required. Leave without pay may be granted for a maximum of two (2) semesters to staff members for the care of a sick member of the immediate family.

2:62 Work/Academic: Written request for work experience or academic leave must be submitted to the Superintendent, and, when approved by the Board of Education, such leave will be granted without full pay. No advancement of step on the salary schedule will be granted unless the experience is in the field of teaching or academic study.

2:63 Childrearing: Childrearing leave may be applied for and granted for the purpose of childrearing after the birth, adoption, or fostering of a child.

2:631 The teacher must apply for the leave within six (6) weeks after the birth or adoption of the child. Teachers applying for childrearing leave are required to apply on the standard form approved by the Superintendent and Marcellus Faculty Association President.
(APPENDIX 2:631)

2:632 The leave shall be extended for the remainder of the school semester in which the child is born or adopted and may be extended for the next two (2) semesters as agreed upon by the teacher and the Superintendent of Schools. At the discretion of the Superintendent of Schools, a teacher may schedule a return to work from a childrearing leave in the middle of a semester rather than at the beginning of a semester. Additional leave requests will be processed under Section 2:67.

2:633 There shall be no compensation during this leave period.

- 2:634 During this leave, the teacher shall not engage in gainful employment, other than the approved occasional per diem substitute teaching, during hours that (s)he would normally be working as an employee of the Marcellus Central School District. If a violation is found, the District will have the option to cancel said leave and demand an immediate return to work of the employee in question.
- 2:635 In extenuating circumstances, the teacher may request, in writing, to return in advance of the scheduled return date. Within 10 days of receipt of that written request, the teacher and the building principal will meet to determine when the teacher should return in light of student needs. If the parties cannot agree, the teacher may return within 10 school days of the meeting.
- 2:636 Nothing contained in this provision shall diminish the rights provided to teachers under the Family and Medical Leave Act (“FMLA”) to take a leave of absence for the birth or adoption of a child, and such FMLA leave will run concurrently with childrearing leave under this provision.

2:64 Physical Examinations:

- 2:641 This Agreement does not abridge in any way the rights that the District has regarding physical or psychiatric examinations under Section 913 of the New York State Education Law.
- 2:642 It is agreed that the procedures set forth in this subparagraph will apply in only the following two circumstances: (i) where a bargaining unit employee seeks to begin or return from an extended leave of absence, and the District desires a doctor’s assessment of the employee’s physical or mental ability to perform in a satisfactory manner; and (ii) where a bargaining unit employee, who is absent due to illness or injury but who is not on an extended leave, seeks to return to work and the District desires a doctor’s assessment of the employee’s physical or mental ability to perform in a satisfactory manner. In such circumstances:
- (a) The Superintendent may request, at District expense, a physical examination from an employee’s own physician to determine the physical and/or mental ability of said employee to perform work in a satisfactory manner;
 - (b) If the Superintendent is not satisfied with the examination, he may request, at the District expense, that it be performed by a physician selected by the District;
 - (c) If there is difference of opinion between employee’s and the school’s physician, the Superintendent will request at District

expense the employee's and school's physicians to select a third (3rd) physician whose opinion would be binding on the parties concerning the health status or prognosis affecting the employee.

2:65 Military Service Leave:

2:651 Leave will be granted without pay for the duration of ordered military duty. The teacher is also entitled to receive thirty (30) days' pay. (Military Law Section 242)

2:652 The Board of Education will consider a leave if a person is drafted and subsequently enlists in the service. He will retain all job rights on his return to duty. Also, if the spouse is a member of the staff at the time of enlistment, the job rights will prevail.

2:66 Jury Duty and Court Appearance Leave:

2:661 Any certified staff member called to jury duty or subpoenaed to appear in court, shall notify the Superintendent of Schools as soon as notice is received.

2:662 If necessary, employees may request the court to defer jury duty or appearances before the court to a more appropriate time. The Superintendent of Schools will confirm and support such requests when necessary.

2:663 Employees attending jury duty, or having been subpoenaed to appear in the court, will receive full pay from the Marcellus Central School District and shall keep the normal per diem stipend paid to the employee by the court, to the extent permitted by applicable law.

2:67 Other Leaves of Absence: Requests for other leaves of absence will be considered for approval by the Board of Education on an individual basis upon written request to the Superintendent of Schools.

2:70 RETURN TO DUTY FROM LEAVE

2:71 Notification:

2:711 An express condition for the granting of long-term leaves of absence without pay (as defined in 2:61, 2:62, 2:63, 2:65, and 2:67) shall be the employee agreeing to notify the District in writing of his/her intent to return by March 1 and/or October 15 of the semester prior to the one in which the teacher plans to return.

2:712 If such notification is not received the District will notify the individual and Marcellus Faculty Association by certified mail of

his/her obligation to notify the District and the individual will have thirty (30) days from the mailing of the notice to send a certified reply to the District.

2:713 If no reply is received by the District, the District will have the option to deem the position abandoned and the individual no longer in the employ of the District.

2:72 Extension: Unpaid, long term leaves of absence may be extended for up to twelve (12) months upon written application by the teacher to the Superintendent and approval of the Board of Education.

2:73 During the Leave of Absence:

2:731 The teacher will retain all unused accumulated sick leave.

2:732 The teacher may remain a member of the group insurance policy provided that (s)he pays the full cost of the insurance involved.

2:733 Unless specified and agreed to in writing by the Board of Education in advance, an unpaid leave of absence will not entitle the teacher to the acquisition of any increment during the absence nor shall it be counted as service rendered for seniority or step placement purposes if the teacher works in the District less than five (5) months during the year in which leave is implemented.

ARTICLE 3:00
RECRUITMENT, SPECIAL DUTY ASSIGNMENTS,
NOTICE OF INTENT

3:10 TEACHER RECRUITMENT

- 3:11 Posting: Whenever any vacancy or new position shall occur in any professional position (certified and/or instructional) in the District, written notice of such vacancy or new position shall contain all pertinent information relative to the vacancy or new position. Such posting shall be for at least ten (10) school days. During the summer months, posting shall be for at least fourteen (14) calendar days. Bargaining unit members wishing to be notified of vacancies or new positions outside the bargaining unit during the summer months must file their names and summer address in the District Office. Copies of the posting will be sent to the MFA President as they become available. A teacher so notified must respond within fourteen (14) calendar days of such notification if (s)he wishes to be given any consideration.
- 3:12 Application: Any qualified teacher may apply in writing for such vacancy or new position, and in filling such vacancy or new position the Board or its authorized representatives agree to give due weight to the professional background and attainments of all applicants.
- 3:13 Notification: All employee applicants shall be formally notified when such a position is filled by the Superintendent of School or his agent.
- 3:14 Representation in Hiring. In the hiring of new probationary teachers, the MFA will be given the opportunity to participate in the interview process. MFA representation may include Content Specialists and/or teacher of that grade level or subject area.

3:20 SPECIAL DUTY ASSIGNMENTS

Notification of extra-curricular appointments such as club advisors, athletics, etc., will be sent to staff members concerned, at least two (2) weeks prior to the beginning of the school semester (except where extraordinary circumstances preclude compliance with the above stated criteria). These appointments are subject to acceptance by the teacher.

3:30 NOTICE OF INTENT

3:31 Reduction in Force:

- 3:311 The District will notify the Marcellus Faculty Association President of potential staff cuts each school year. The Association President will have the right to discuss the proposed cuts with the Superintendent before the cuts are acted upon by the Board of Education.

3:312 By May 1, or within five (5) days of the Board of Education's adoption of a budget, whichever is later, the Association President and all affected staff members will be notified in writing of the cuts.

3:313 By June 15 of each school year the District will notify in writing the Association President and all affected staff members of the actual cuts enacted.

3:32 Continuation of Employment:

3:321 During the last year of a teacher's probation, the Superintendent will notify the probationary teacher whether or not he will recommend tenure by March 1. If the Board decides to question the Superintendent's positive recommendation, the Superintendent will notify the teacher by April 1. These deadlines may be altered in special cases of teachers on leave of absence, whereby the deadline is extended an equivalent number of days to that of the leave grant in the current evaluation year, by the mutual agreement of the Superintendent and the Association.

3:322 The District will notify in writing the Association President and any staff member whose work it does not deem adequate for continued employment of its decision by May 1 of each school year.

3:33 Placement Verification: Prior to June 30 of each school year, the Marcellus Faculty Association may select a representative to meet with a representative of the District's Business Office for the purpose of verification of individual salary schedule step and column placement for the coming year. The information will be verified by June 30.

3:40 TRANSFER AND REASSIGNMENT

3:41 Definitions:

3:411 SENIORITY is defined as the length of continuous service in Marcellus Central Schools in a full-time probationary or tenured appointment since the date of most recent hire in a tenure area, less any time spent on unpaid leave. Credit for full-time, continuous employment (minimum of one [1] semester) within the same tenure area which immediately precedes a probationary appointment will be granted. This does not apply to credit towards probation or tenure. For individuals with equal service, seniority will be determined by the following, in order of listing:

- (a) The date upon which employment commenced;
- (b) The date of Board appointment;
- (c) Placement order on Board minutes at time of appointment.

- 3:412 SENIORITY LIST is the document developed by the District indicating seniority status of teachers by tenure area(s).
- 3:413 VACANCY refers to any position created when a teacher leaves the District or a new position is created by the Board of Education. The Board of Education reserves the right to fill or not fill any vacancy.

3:42 Reassignment of Teachers:

- 3:421 In reassigning (transferring) teachers, the Superintendent shall follow the following procedures:
- (a) Keep reassignments to a minimum;
 - (b) Seek and consider voluntary reassignments before any involuntary reassignments are made; and
 - (c) In cases in which a voluntary transfer is desired, the Superintendent or his/her designated administrator will meet with the teacher and, upon request, provide rationale in writing for the decision. A similar meeting will be held, upon request, with teachers who are involuntarily transferred.
- 3:422 Transfers and reassignments will be based upon the following criteria:
- (a) Instructional requirements;
 - (b) Work performance and effects upon instruction;
 - (c) The teacher's area of competence;
 - (d) Major and/or minor field of study;
 - (e) The preference of the teacher;
 - (f) Seniority.
- 3:423 It is understood that any transfers, or reassignments, remain the final decision of the Superintendent of Schools.

ARTICLE 4:00
SCHOOL CALENDAR, DUTY FREE LUNCH
AND HOME OFFICE

4:10 SCHOOL CALENDAR

4:11 A tentative annual school calendar shall be distributed electronically, ten (10) days prior to submission to the Board, to allow certified staff to review and the MFA President or his designee to recommend changes prior to its adoption by the Board of Education. The teacher work year shall not exceed one hundred eighty-five (185) days.

4:12 The District will have the right to schedule more days with the understanding that bargaining unit members will not be required to work any days in excess of one hundred eighty-five (185) days. If any scheduled emergency closing days above 185 are not used, the District will return the days at a place in the calendar determined appropriate by the District. If the number of emergency closing days used takes the number of days worked below 185, the District will not reduce scheduled vacation or add additional work days, unless the number of days worked would fall below the state aid minimum number, which is currently 180 days.

4:20 DUTY FREE LUNCH PERIOD

All teachers who supervise their students during lunch time shall receive a half hour (30 minutes) duty free period during the normal lunch hour. Teachers may leave the building during this time after signing out in the building office with the principal or his designated representative.

4:30 HOME OFFICE REQUIREMENT

The Marcellus Board of Education expects teachers in the normal conduct of their teaching duties to utilize home facilities to prepare instructional material, evaluate student work, and maintain a file of professional readings.

ARTICLE 5:00
CLASS SIZE

5:10 The Board of Education will continue its policy of keeping class sizes at the lowest possible level, within its financial ability.

ARTICLE 6:00 TEACHING HOURS AND ASSIGNMENTS

6:10 TEACHER WORKDAY

The teacher workday will not exceed seven (7) hours fifteen (15) minutes and shall be approximately the same in all buildings.

6:20 FRIDAYS AND DAYS PRIOR TO VACATION

On Fridays or days preceding a vacation, the teacher workday will conclude after pupil dismissal except at the K-6 level where, in order to provide the same length day as 7-12, teachers may report to work not later than five (5) minutes before student arrival.

6:30 LEAVING THE BUILDING

Teachers may leave the building when they are not assigned a duty after signing out in the building office with the principal or his designated representative.

6:40 DEPARTURE FOR COURSES

A teacher who must meet state certification or university advanced degree requirements related to his teaching assignment, or so desires to improve his competencies in same, through university course attendance that cannot be scheduled other than immediately following stated teacher departure time, may upon written application to and approval by the building principal, arrange for departure prior to stated departure time.

6:50 RELIEF BREAKS

Teachers, K-6, may request and will be granted a relief break not to exceed ten (10) minutes per day, when the teacher has no available non-student contact time scheduled for the morning or afternoon sessions. In the event of any alleged abuses, the Superintendent and the Association President will communicate with teachers the need to adhere to the limits of this provision.

6:60 SPECIAL AREA TEACHERS AND PART-TIME TEACHERS

Any full-time teacher of music, art, science, industrial arts, librarians, reading consultants, counselors and all other special area teachers shall be provided with relief and preparation time to the same extent as other teachers in the District. Part-time teachers will receive relief and preparation time in proportion to their schedules.

6:61 PART-TIME TEACHER CALCULATION

The method for determining the salary for part-time teachers, generally understood to be secondary “per period” teachers (e.g., 7-12 academic and 5-12 special area such as art, music, physical education, home economics, industrial arts, math lab, and reading lab),

except as stated in points number 2 and number 5, shall be as follows for basic teaching and planning responsibilities:

<u>Teaching Period</u>	<u>% of FTE Salary Rate</u>
1	20%
2	40%
3	60%
4	80%
5	100%

Elementary (K-6) part-time classroom teachers and K-4 part-time special area teachers, and K-12 resource room, gifted and talented teachers, generally not working on a “per period” basis shall be paid on the basis of time employed divided by 7.25 hours.

Time employed shall include the following:

1. For each 1 hour of instructional time a teacher shall be entitled to 15 minutes of planning time.
2. If a teacher works 4 hours or more per day (to include teaching and planning time) he/she shall be entitled to a 30-minute paid lunch period.

Part-time school counselors and psychologists shall be paid on the basis of time employed divided by 7.25 hours. If a counselor or psychologist works 4 or more hours per day, he/she shall be entitled to a 30-minute paid lunch period.

Each part-time teacher, upon employment, shall be advised by the Superintendent or his/her designee as to their specific periods of assignment (i.e., teaching, supervisory, afterschool assignment(s)).

6:70 TEACHING ASSIGNMENTS

6:71 Student Contact Time: In the teacher workday (7-12), a bargaining unit member will be guaranteed a maximum pupil contact and/or supervisory contact time of three hundred twenty (320) minutes. At (K-6), maximum student contact time is three hundred fifteen (315) minutes (average daily).

6:72 Non-Student Contact Time:

- 6:721 Each bargaining unit member will be guaranteed a duty-free period (approximately forty [40] minutes) within the student day, each day.
- 6:722 It is recognized that the remaining non-student contact time, duty free, is for various activities associated with the educational program, including those professional duties/activities scheduled reasonably in advance between the administrator and teacher, subject to mutual

agreement or postponement by the teacher and administrator, unless an exceptional or unique condition exists. It is understood that curriculum writing and development is excluded from the professional duties/activities referred to above.

- 6:73 Faculty Meetings: One (1) hour (sixty [60] minutes) per week may be used for building and/or District meetings.
- 6:74 Periods and Preparations (7-12): No teacher (7-12) shall be assigned more than five (5) teaching periods per day. Whenever possible, no teacher (7-12) shall be assigned more than three (3) preparations. When limiting preparations to three or less is not possible, the Administration, recognizing the need for additional planning, will make every effort to reduce supervisory periods from two (2) to one (1).
- 6:75 Voluntary Teaching Duty: A teacher may volunteer for a teaching duty in lieu of supervisory duty. If a teacher (7-12) volunteers for a (6th) teaching period, his/her schedule may be six (6) teaching periods, one (1) supervisory period, and one (1) duty-free period. The administration recognizes and appreciates those who volunteer for a 6th class in lieu of an additional duty. As such, every effort will be made to eliminate the one remaining duty from the volunteering teachers schedule in order to provide additional time for planning and preparation.
- 6:76 Travel Time: For a traveling teacher with 4 or more preparation periods, the travel time will be the member's duty. The district will provide 30 minutes for teacher travel between buildings and 20 minutes for related services travel between buildings.
- 6:77 Non-Teaching Duties: Efforts will be made to assign non-teaching duties equitably to groups of teachers and to aid the teachers in sharing joint responsibilities of supervision time.
- 6:78 Supervisory Periods:
- 6:781 Homeroom periods of less than sixteen (16) minutes will not count as supervisory duty but will count as student contact time.
- 6:782 Teachers (7-12) will be assigned no more than two (2) non-teaching (supervisory) duty periods per day.
- 6:78 Academic Teachers: An academic classroom teacher (7-12) shall be assigned no more than one hundred forty (140) pupils for grading purposes.
- 6:80 DISTRICT COMMITTEES
- All appointments of bargaining unit members to District committees shall be voluntary.

ARTICLE 7:00 EVALUATION

7:10 EVALUATIONS

Evaluations are to be conducted according the Standards-based Educator Evaluation and Professional Support (“STEPS”) system adopted by the District and Association pursuant to Section 3012-e of the New York State Education Law, contained in Appendix 7:14.

ARTICLE 8:00 FACULTY ADMINISTRATION COMMITTEE

8:10 PURPOSE

The purpose of this committee will be to serve in an advisory capacity to the building principal concerning all matters pertaining to the educational program and building working conditions in that particular school.

8:20 MEMBERSHIP

8:21 This committee shall be composed of at least the following members:

- (a) the Building Principal;
- (b) a Marcellus Faculty Association Building Representative; and
- (c) two (2) other from the building concerned; one (1) from the administrative staff appointed by the Building Principal and one (1) or two (2) teacher members elected by the building faculty to constitute a committee of at least four (4) members.

8:22 The size of the Faculty Administrative Committee may be enlarged by mutual agreement between the building administrator and the MFA Building Representative.

8:30 FIRST MEETING

The Marcellus Faculty Association Building Representative will call the first (1st) meeting of the committee during September of each school year.

8:40 MINUTES

Minutes of each building meeting shall be posted in each Teacher’s Room in the building concerned, as soon as possible following each meeting, and a copy forwarded to the

Superintendent of Schools, the Marcellus Faculty Association President, and the Building Representative.

8:50 USE OF TEACHER AIDES

In each building the Faculty Administration Committee shall be charged with making recommendations for the use of teacher aides and teaching assistants to be considered by the appropriate building administrator.

ARTICLE 9:00
PROFESSIONAL DUTIES

9:10 DUTIES

9:11 No teacher aide will perform a duty usually associated with a teacher's professional duty (i.e., regular classroom instruction, lectures, internal substitution).

9:12 Non-professional duties of teachers will be kept to a minimum and will be equally distributed among the faculty of each building.

9:20 LUNCH DUTY

Teachers are specifically exempt from assigned lunch duty. If teacher coverage is needed, teachers may volunteer for cafeteria duty at the rate of \$45.00 per day's assignment (not longer than one [1] lunch period). A teacher may agree to be assigned lunch duty in lieu of one non-teaching (supervisory) duty period per day, or they may accept payment as per contract.

ARTICLE 10:00 INSURANCE

10:10 HOSPITAL, MEDICAL, SURGICAL, PRESCRIPTION DRUG, DISABILITY, AND LIFE

10:11 Hospital, Medical, Surgical, Prescription Drug:

10:111 The Insurance plan will contain the benefits currently provided by the Classic Blue Regionwide Plan as administered by Excellus BC/BS. The prescription drug plan (3T9e) will include pharmacy management edits and the co-pay on the prescription drug rider shall be as follows: as of September 1, 2026, fifteen dollars (\$15.00) for generic drugs (Tier 1), thirty dollars (\$30.00) for preferred brand-name drugs (Tier 2), and forty-five dollars (\$45.00) for non-preferred brand-name drugs (Tier 3). Notice shall be given to affected members within 60-days of the effective date.

10:12 Life:

10:121 The Life Insurance benefits will be the same as the plans in effect for the school year 1995-1996.

10:122 The Life Insurance benefit will be two (2) times the teacher's fiscal year salary.

10:13 Contributions:

The District agrees to pay the following premium costs:

(1) Health Insurance.

- (a) If the employee elects single coverage, ninety-five percent (95%) of the total cost of the single premium;
- (b) If the employee elects family coverage:
 - (i) through December 31, 2013, the District will pay the premium share in effect during the term of the 2008-2013 collective bargaining agreement;
 - (ii) effective January 1, 2014, the District will pay ninety percent (90%) of the total cost of the family premium;
 - (iii) effective September 1, 2014, the District will pay eighty-nine percent (89%) of the total cost of the family premium;
 - (iv) effective September 1, 2015, the District will pay eight-eight percent (88%) of the total cost of the family premiums.

(2) Life Insurance.

The District agrees to pay one hundred percent (100%) of the life insurance premium.

10:20 DENTAL INSURANCE

10:21 The Marcellus Central School District will provide one hundred fifty (\$150.00) dollars per participating bargaining unit member per school year.

10:22 During school year 2002-03, the District will seek Association input and the District will then decide upon and offer a dental plan with improved coverages.

10:30 RETIREES

10:31 Retirees of the Marcellus Central School District shall be permitted to participate in the Group Based Medical-Surgical, Major Medical, and Dental Plans. Retirees who retired before July 1, 2000 will be responsible for one hundred (100%) percent of the premiums involved, paid quarterly in advance.

10:32 Bargaining unit members retiring from the District under a NYSTRS service retirement on or after July 1, 2000, and who have a minimum of 10 years of service in the District, shall be eligible for healthcare benefits upon retirement, under the plan covering active employees, as it may change from time to time, provided they have been participating in the coverage as an active employee at the time of their retirement. On behalf of such retirees and effective commencing July 1, 2002, the District will contribute 95% of the single premium if the retiree elects single coverage or an amount equal to 95% of the single premium toward family coverage if the retiree elects family coverage. The retiree is responsible for the balance of any premium, to be paid quarterly in advance.

10:33 Bargaining unit members hired after February 28, 2009, must have a minimum of 15 years of service in the District and must meet the other requirements of Section 10:32 in order to be eligible for healthcare benefits upon retirement.

10:40 OPEN ENROLLMENT

10:41 There will be a period of open enrollment for thirty (30) days following execution of this agreement for dental and health insurance.

10:42 Thereafter September 15 - October 15 will be an open enrollment period for dental and health insurance.

10:50 PART-TIME BARGAINING UNIT MEMBERS AND LONG-TERM SUBSTITUTES

10.51 Part-time bargaining unit members hired after July 1, 1996 shall not be eligible to receive health, dental, life, or any other contractual insurance coverages

(“contractual insurance coverages”) unless they are at least .5 FTE for pay purposes in each year of their service.

10:52 Long-term substitute teachers who are hired to serve in a continuous assignment of a semester or more are eligible for the contractual insurance coverages offered by the District to other bargaining unit members for as long as the continuous assignment of a semester or more continues.

10:53 Part-time (“PT”) bargaining unit members and long-term substitute (“LTS”) teachers who would not otherwise be offered group health plan coverage under the provisions of 10:51 or 10:52, immediately above, will be offered group health plan coverage to the extent that the District must treat those employees as “full time” employees pursuant to the employer mandate provisions of the Patient Protection and Affordable Care Act (“ACA”). Such coverage will be offered on the same terms and conditions as offered to other similarly-situated bargaining unit employees, except that coverage shall be offered only for the period of time that the District must treat the affected PT bargaining unit member or LTS teacher as a “full time” employee pursuant to the employer mandate provisions of the ACA.

10:60 CHANGES

The District shall have the right to change health insurance plans and/or companies provided that any such change shall provide equivalent levels of benefits as defined in APPENDIX 10:11 and the existing plan. At least two (2) months prior to a change the Association shall be notified and may provide input on the proposed changes. The final decision shall be at the District’s discretion based on the above criteria and any cost savings will be utilized as the District determines appropriate.

10:70 ACTIVE EMPLOYEE OPT-OUT FROM MEDICAL-SURGICAL & MAJOR MEDICAL (“HEALTH INSURANCE”) COVERAGE

10:71 If an employee makes a written election to opt out of participation in the District-sponsored health insurance coverage, the District will provide additional taxable compensation, referred to as an “opt-out” payment, under the terms of the Flexible Spending Plan that is being established as of 2003, as provided in Section 10.80.

- (a) The annual amount of the opt-out payment will equal 25% of the premium cost for single or family coverage, depending upon the employee’s eligibility for single or family coverage.
- (b) Before being allowed to opt out of the District-sponsored health insurance coverage, the employee must provide proof of health insurance coverage through an alternative source.

10:72 Subject to limitations that apply to the Flexible Spending Plan under Internal Revenue Code rules, the opt-out payment arrangement will terminate: (i) at the

option of the District if the District leaves the BOCES health insurance consortium for any reason; or (ii) at the option of the MFA or the District if the Internal Revenue Code rules applicable to the Flexible Spending Plan change and would result in a constructive receipt of income to employees who elected the health insurance coverage rather than the taxable opt-out payment.

10:80 FLEXIBLE SPENDING PLAN

By January 1, 2003, the District will establish a “cafeteria” plan, within the meaning of Section 125 of the Internal Revenue Code (“Code”) (the “Flexible Spending Plan”), which will allow an employee to elect among the following options before the beginning of each plan year, in a manner consistent with the requirements of Code Section 125 and other Code rules applicable to the different options, including but not limited to those specified below:

- (1) an employee may choose between receiving health insurance coverage or having the opt-out payment, as provided in Section 10.70, paid over the course of the year as additional taxable compensation;
- (2) an employee who elects health insurance coverage may elect to pay the employee share of the premium cost through pre-tax reductions in compensation or with after-tax payroll deductions; and
- (3) an employee may elect pre-tax reductions in compensation (including the additional compensation amount payable if the opt-out payment was selected) under one or both of the following flexible spending account (“FSA”) arrangements:
 - (a) a dependent care FSA for the reimbursement of eligible dependent care expenses up to the maximum amount permissible under Code Section 129 and otherwise in accordance with the rules of Code Section 129; and
 - (b) a health FSA for the reimbursement of eligible medical expenses up to a maximum as specified in the Flexible Spending Plan (which amount will be reviewed annually by the Superintendent and MFA President with no pre-disposition to increase the amount), prorated for an employee who first becomes eligible for the Flexible Spending Plan after the plan year begins, in accordance with the rules of Code Sections 105 and 125. In part this means that the term “eligible medical expenses,” although it includes most medical expenses that are deductible on an employee’s tax return when paid on an after-tax basis, does not include the premium cost for other health insurance, such as coverage under the plan of a spouse’s employer, or premiums for long term care insurance.

An election made before the beginning of one plan year may be changed for the next plan year during the annual open enrollment period. However, a prior election may be

changed during a plan year only to the extent permitted under the rules of Code Section 125 that are incorporated in the Flexible Spending Plan. An election involving the opt-out payment may first be made or revoked during the plan year in accordance with the same rules that apply to other election changes during a plan year, with a proportionate reduction in the amount of the opt-out payment. However, an election to receive the opt-out payment may be made only during the annual open enrollment period before the beginning of the plan year, and may be revoked during the plan year (with a proportionate reduction in the amount of the payment), only if the employee is being permitted to elect health insurance coverage during the plan year on the basis of the requirements of HIPAA.

ARTICLE 11:00 MONETARY GRANTS

11:10 CRITERIA

Monetary grants will be awarded to certificated staff for taking college credit courses in areas of need. The criteria used will be the same as that used in determining graduate level courses to be applied for salary credit.

11:20 NATURE OF GRANTS

11:21 The grant will be paid at the credit-hour rate charged by SUNY, plus up to two-hundred dollars (\$200.00) if the actual cost incurred exceeds the SUNY credit-hour rate.

11:22 The District will only consider awarding tuition grants if the course is taken at any accredited college or university.

11:23 Up to sixty (60) grants will be awarded each year during the life of this contract. Each course, regardless of the number of credit hours, will count as one grant.

11:30 ELIGIBILITY REQUIREMENTS

11:31 Preference will be given to tenured personnel.

11:32 Some priority will be given to personnel who have not received a previous grant of this nature.

11:33 Preference for additional grants will be given to those who have earned a grade of "B" or better.

11:40 APPLICATION PROCEDURES

11:41 Grants will be available to all K-12 personnel.

11:42 Clear, objective, concise application procedures will be established. Written application is in duplicate. (See APPENDIX 11:42)

11:43 Each applicant will submit a brief statement to the committee through the District Office which will explain how the college course, or subject area course will benefit students, the school system, and himself or herself.

11:50 SELECTION PROCEDURE

11:51 An impartial committee will be established to review the applications and to select the recipients. The committee shall be composed of one (1) administrator

and the Association President or his/her designee, and one (1) faculty member designated by the Marcellus Faculty Association Representative Council.

11:60 REIMBURSEMENT PROCEDURES

The grant will be payable upon:

- 11:61 submitting substantiating proof of course completion to the District Office. (Any passing grade will be accepted as proof of course completion).
- 11:62 submitting a tuition receipt to the Business Office. Any proof of payment from the college will be accepted. A canceled check is not acceptable.
- 11:63 signing a claim form which may be obtained in the Business Office.

ARTICLE 12:00 GRIEVANCE PROCEDURE

12:10 DEFINITION

A grievance is a claim by a teacher or the Association that there has been misinterpretation, misapplication, or inequitable application of the terms and conditions of employment covered by this contract.

12:20 STAGES

12:21 Stage 1: Informal: A party or his representative having a complaint will discuss it with the building principal with the objective of resolving the matter informally.

12:22 Stage 2: Building Principal: If no consensus is reached, the aggrieved party will reduce the grievance to writing and transmit it to the building principal and the Association Grievance Chairman. The building principal shall render his decision in writing within seven (7) school days of the receipt of the written grievance.

12:23 Stage 3: Superintendent of Schools:

12:231 Any appeal of the Stage 2 decision must be submitted in writing to the Superintendent within ten (10) school days of the receipt of the Stage 2 decision.

12:232 The Superintendent will schedule a meeting with the disputants in an effort to resolve the grievance. Should this fail, the Superintendent will render a decision within fifteen (15) school days after receipt of the appeal.

12:24 Stage 4: Arbitration:

12:241 Any appeal of the Stage 3 decision must be submitted by the Association to the American Arbitration Association in accordance with its Voluntary Labor Arbitration Rules within fifteen (15) school days of its receipt of the Stage 3 decision.

12:242 Binding arbitration shall be limited to alleged violations, misinterpretations, misapplications, or inequitable applications of the terms and conditions of employment covered by this contract and shall not be contrary to law. The arbitrator shall have no power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this agreement.

12:243 The decisions of the arbitrator shall be final and binding upon all parties.

12:244 The costs for the services of the arbitrator will be borne equally by both parties.

12:30 FILING

12:31 Time: A grievance must be filed within forty (40) school days of the time the aggrieved knew or should have known of the act or condition on which the grievance is based. Otherwise, the grievance will be deemed to have been waived.

12:32 Initiation: A grievance will be deemed initiated at the time of the written complaint at Stage 2.

12:33 Appeal: If a decision at one stage is not appealed to the next stage of the procedure within the specified time limit, the grievance will be deemed discontinued and further appeal under this agreement shall be barred.

12:34 Decision: Failure at any stage of the grievance procedure to communicate a decision to the aggrieved party and the Association within the specified time limit shall be cause for the grievance to advance to the next stage.

12:35 Change of Time Limit: If a grievance is filed after June 1, the time limits may be changed when the parties mutually agree to the alterations. Time limits may be changed at other times by written mutual agreement.

12:40 PROCEDURES

12:41 Information: All grievances shall include the following information:

12:411 The time when and the place where the alleged event or condition existed, if known.

12:412 The specific provisions of the contract which have been allegedly violated.

12:413 A specific statement of the nature of the grievance.

12:414 The remedy sought.

12:42 Appeals and Decisions: All appeals and decisions shall be in writing and shall be promptly transmitted to the aggrieved and to the Association President and Grievance Chairman.

12:43 System-wide Grievances: Grievances associated with system-wide policies may be submitted by the Association directly at Stage 3 if the aggrieved has not already availed himself of the procedures outlined above on the same grievance issue.

- 12:44 Interference: The preparation and processing of grievances shall not interfere with teacher duties and responsibilities.
- 12:45 Investigation: The Board and Association agree to facilitate any investigation which may be required and to make available any and all material and relevant documents which they are legally able to release and which concern the alleged grievance.
- 12:46 Reprisal: There will be no coercion, interference, restraint, discrimination, or reprisal by the District against any individual associated with the initiation, presentation, or processing of a grievance.

ARTICLE 13:00 UNION RIGHTS

13:10 RELEASE TIME

13:11 Daily Periods: The Association President shall be granted daily release time as follows. (Such time, when not in conflict with school duties and responsibilities, may be used for Association business).

- a) If the President is a secondary teacher, two (2) free periods per day, preferably the last periods of the day.
- b) If the President is a secondary teacher, and also Content Specialist, three (3) free periods per day for Union President and Content Specialist responsibilities. It is preferable that these periods be the last periods of the day.
- c) In the event that an elementary teacher in the District becomes MFA President, release time from teaching for that service as President shall be subject to the following terms and conditions:
 - 1) The elementary teacher/MFA President (the “regular classroom teacher”) shall be released from sixty (60) minutes of instructional duties each day for MFA duties, it being understood that the regular classroom teacher shall not use such release time during the first fifteen (15) minutes of the students’ school day. Beyond that limitation, the regular classroom teacher and the building principal shall mutually agree on the time during the day when the sixty (60) minutes of release time will be taken. If the regular classroom teacher and the building principal are unable to agree, the release time shall be the last sixty (60) minutes of the students’ school day.
 - 2) The District will provide a certified teacher (the “substitute teacher”) to provide instruction to the students during the sixty (60) minutes of release time. The substitute teacher shall not teach the core subjects of Reading, Language Arts, or Math. The substitute teacher shall be responsible for the entire instructional program in the agreed upon subject(s), including but not limited to, preparation of lessons, classroom instruction, assignments to children, testing, and grading. Nevertheless, the regular classroom teacher will remain responsible for the overall educational program for the students and will undertake the necessary consultation and coordination with the substitute teacher to ensure that this responsibility is met. It is understood that neither the regular classroom teacher nor the substitute teacher will receive extra compensation for this consultation or coordination.

(It is further understood that a substitute teacher will not receive a full day's compensation for attendance at Superintendent's conference day programs. A substitute teacher would only be required to attend, and be paid for, sixty (60) minutes of any such programs. A substitute teacher could attend the balance of such programs on a voluntary basis.)

13:12 Days: The Association President and/or his representative will be granted relief from teaching duties for five (5) school days per year upon request by the President to the Superintendent. A substitute will be provided by the District.

13:20 MEETINGS

The President or Building Representatives of the Faculty Association may conduct meetings in any of the school buildings. Reasonable notice of the place, time, and purpose will be given to the Building Principal.

13:30 ORIENTATION

The President or his representative shall be allowed one half (1/2) hour for orientation of new teachers during the scheduled orientation time.

13:40 NON-STUDENT CONTACT TIME

When not in conflict with school duties and responsibilities, the Association Officers and Building Representatives may use their non-student contact time for Association business.

13:50 USE OF EQUIPMENT

The Marcellus Faculty Association may use office equipment (duplicators, Xerox, thermofax, etc.) as long as the Association bears the cost at the same rate paid by the District for materials.

13:60 MFA OFFICE

Office space will be provided for the Marcellus Faculty Association in the building in which the Association President is working if such space is available. A telephone will be installed at Association expense where physically and mechanically possible.

ARTICLE 14:00
DEPARTMENT REALIGNMENT

14:10 DEPARTMENTAL REALIGNMENT

Occasionally, a department realignment may be in order. Accordingly, the Curriculum Council (district curricular oversight), Professional Development Committee (district instructional staff development oversight) and Administrative Cabinet (district teacher evaluation of instructional practice), have an inherent interest to ensure that any realignment can be supported by the school district. In an effort to facilitate these discussions, the following procedure should be used:

14:11 Any concern or request regarding the realignment of an academic department should be referred to the appropriate curriculum coordinators (elementary and secondary) and accompanied by a proposal. The proposal to realign the department should include rationale for the realignment and its impact on the curricular, instructional, and administrative/evaluative missions of the District. The proposal will be shared with affected Department Leaders for discussion. Curriculum coordinators together with affected Department Leaders will meet and hear the views of affected faculty.

The coordinators should refer the matter and the proposal to the Administrative Cabinet to ascertain if realignment is justified. The Administrative Cabinet and Department Leaders should comment (not vote) on the impact of the proposal with respect to financial/budgetary and evaluation implications.

14:12 After discussion at Administrative Cabinet, the Superintendent of Schools should notify the MFA President about the concern/request for realignment. The MFA President (who is an ex-officio member of the Curriculum Council and Professional Development Committee) should refer the matter to each committee. The Curriculum Council (with the help of the Task Force) should comment (not vote) on the proposal regarding its impact on the educational programming for the children. The Professional Development Committee should comment (not vote) on the proposal regarding its impact on the instructional practices and staff support (to include staff development, staff mentoring and the Annual Professional Performance Review process). Both the Curriculum Council and Professional development Committee include faculty, staff, and administrators in their membership.

14:13 Upon completion of these reviews by the Curriculum Council and Professional Development Committee, the MFA President should share these comments with the Superintendent of Schools.

- 14:14 The Superintendent of Schools and MFA President should then review all comments from the (a) Administrative Cabinet, (b) Curriculum Council and (c) Professional Development Committee in an effort to ascertain if a preponderance of the commentary supports or refutes the realignment of a department. While consensus is preferred based on the commentary regarding the proposal's impact on instruction, curriculum, and evaluation, the final decision will rest with the Superintendent of Schools.

ARTICLE 15:00 CONTENT SPECIALISTS

15:10 CONTENT SPECIALIST POSITIONS

Effective July 1, 2014, the District will maintain 22 leadership assignments, which are called “Content Specialist” positions and which are available to teachers within the bargaining unit in addition to their regularly assigned teaching duties under this Agreement. (Through June 30, 2014, Content Specialist provisions shall be as set forth in the Memorandum of Agreement between the District and the MFA, which is dated June 2013, including its Exhibit A (the “MOA”)). Examples of the 22 Content Specialist positions are shown in Appendix 15:30.

The parties agree that there will be a committee formed to examine the current positions, tiers and pay for the content specialist positions. The committee will be comprised of 5 MFA members selected by the MFA president and 5 Marcellus administrators selected by the superintendent. A recommendation to the MFA and district will be made no later than May 1, 2027. Parties will mutually agree to any changes to the existing terms and conditions which will be included in a Memorandum of Understanding (MOU).

15.20 JOB DUTIES

Responsibilities of Content Specialists are as follows:

- Organize department or subject meeting agendas and minutes and upload into Google Docs.
- Facilitate the selection of department goals aligned to district goals and work with colleagues to achieve those goals.
- Facilitate the sharing of information and professional development by department or content team members from attendance at conferences and workshops.
- Participate in examining data with colleagues as it relates to improving instruction and achieving department and district goals.
- Facilitate the identification of professional development needs for the department or content area and share needs with administration.
- Provide updates as requested at district meetings.
- Meet as a K-12 content area to assure alignment. (calendar – 3 times)
- Attend monthly content specialist meetings.
- Assist with organizing mid-term and final exams and provide support with field testing and state testing as needed.
- Meet with principals each semester or as needed.
- Facilitate purchasing and receipt of curricular materials in collaboration with administration.
- Facilitate the creation, revision and alignment of curriculum according to NYSED standards, frameworks and assessment requirements.

Content Specialist job duties may be supplemented or modified by the District following discussion with the MFA.

15:30 SALARY

The salary for each Content Specialist position will be increased by 3.9% for each year of this agree. The salary for each year is: 2026-2027 - \$6,148; 2027-2028 - \$6,388; 2028-2029 - \$6,637 and 2029-2030 - \$6,896. This salary will be paid in accordance with the District's regular payroll practices and procedures applicable to the payment of salaries to employees in positions within the bargaining unit.

15:40 APPLICATIONS, LENGTH OF APPOINTMENT, AND ANNUAL EVALUATION

Effective July 1, 2014, Content Specialists will be appointed to one (1) year terms, subject to an annual evaluation (see Annual Evaluation Form attached as Appendix 15:40). An unsatisfactory evaluation shall be grounds for the District, at its discretion, to remove the incumbent from the Content Specialist position. When a one (1) year term expires, or in the event of a vacancy caused by removal or resignation of a Content Specialist during his/her one-year term, written applications will be solicited from teachers within the bargaining unit by the District's posting of a notice setting forth the content area and a description of the responsibilities of the position. As appropriate for the Content Specialist vacancy, interviews will be conducted by one or more Administrator(s). (For example, interviews for K-12 PE/Health would be conducted by appropriate K-12 administrator(s); interviews for K-6 Special Education would be conducted by appropriate K-6 administrator(s)). The parties agree that the District will have the discretion to determine which teachers from the pool of applicants will be assigned to the Content Specialist positions, and the District will not be bound by seniority in making those assignments.

15:50 RELEASE TIME

Effective July 1, 2014, Content Specialists may request release time, in full-day or half-day increments, for projects and meetings with teachers related to Content Specialist responsibilities. The maximum days available to each Content Specialist each year shall be 10 days (or 20 one-half days). Requests will be subject to District approval (see Appendix 15:50, Request Form).

15:60 OFFICE SPACE

The District will make available an office in the High School, Middle School, and Elementary School to be shared by Content Specialists housed in those buildings.

ARTICLE 16:00
BASIC TEACHER SALARY SCHEDULE

16:10 BASIC SALARY

16:11 Step: All teachers will be placed on step. (This means there will be no half steps.)

16:12 Vertical Steps: All vertical steps are automatic for the duration of this contract.

16:13 Master's Degree: The salary for Master's Degree will be increased 3% for each year of this agreement. All bargaining unit members who have earned a Master's Degree will receive: 2026-2027 -\$3,879; 2027-2028 - \$3,995; 2028-2029 - \$4,115 and 2029-2030 - \$4,238 in addition to basic salary.

16:14 Schedules: The salary schedules for 2026-2027, 2027-2028, 2028-2029, and 2029-2030 are found in APPENDIX 16:14.

16:141 The salary increase for 2026-2027 will be 3.9%. The salary increase for 2027-2028 will be 3.9%. The salary increase for 2028-2029 will be 3.9%. The salary increase for 2029-2030 will be 3.9%.

16:142 The number of steps on the printed schedule will be twenty-six (26). Any reference to steps above Step 26 are for computational purposes only.

16:143 Each subsequent year's computational schedule will be based on the previous year's computational schedule.

16:144 Effective July 1, of 2026, 2027, 2028 and 2029 each cell of the existing computational salary schedule will be increased by the percentage specified in 16:141 for that year and then moved down one step. The starting salary will increase by 2.0% in each year of the agreement. (These rates will apply to all articles in the CBA unless otherwise noted).

In each year of this Agreement, (i.e., 2026-2027; 2027-2028; 2028-2029; and 2029-2030) the percentage increase as specific in 16:141, will be applied to the following unless otherwise indicated below:

- | | | | |
|-----|------------|---|--|
| (a) | Art. 16:13 | - | Masters (3%) |
| (b) | Art. 16:15 | - | Longevity (3%) |
| (c) | Art. 16:22 | - | School Counselor Differential (3%) |
| (d) | Art. 9:20 | - | Lunch Duty (\$45.00 for all years) |
| (e) | Art. 16:33 | - | Chaperones (\$45.00 for all years) |
| (f) | Art. 16:34 | - | Internal Substitutes (\$45.00 for all years) |
| (g) | Art. 16:35 | - | Driver Education (\$45.00 for all years) |
| (h) | Art. 16:36 | - | Summer Curriculum |

- (i) App. 15:30 - Content Specialist Positions
- (j) App. 16:31 - Co-Curricular Stipends
- (k) App. 16:32 - Coaching Salaries (3%)
- (l) Side Letter - Geselle Testing
- (m) Appendix 1:10 - Article V(A) - Nurse's Salary
- (n) Appendix 1:11 - Article IV - Athletic Trainer's salary

16:15 Longevity: Longevity will be increased by 3% for all years of this agreement. All teachers on columns A-1 through A-13 receive: 2026-2027 - \$3,719; 2027-2028 - \$3,831; 2028-2029 - \$3,946 and 2029-2030 - \$4,064 longevity increment at the 20th and 25th year of service. Only those years of prior service granted at the time of the most recent employment will be applied toward obtaining the longevity increments.

16:16 Graduate Courses: Graduate level courses to be applied to salary purpose shall:

- 16:161 relate in some direct way to the employee's teaching assignment, or
- 16:162 be part of a degree program in the teacher's field or related field, and
- 16:163 have written approval of the Superintendent of Schools within the semester that the course is being taken, and,
- 16:164 be limited to six (6) hours of new course credits per school year (September-August 31).

16:17 National Board Certification: Teachers who attain National Board Certification will be eligible to receive a \$2,000 stipend for each year that they hold the Certification. The stipend shall not be added to base salary. Receipt of the stipend will be dependent on the teacher providing proof of the Certification to the District and subject to a District-wide limit of payment of twenty (20) such stipends per year. In the event the number of submissions exceeds twenty (20) in any year, preference will first be given to those teachers who received the stipend in the preceding year who are reapplying. A teacher who is excluded based on this limit may resubmit in a subsequent year.

16:20 SCHOOL COUNSELORS

16:21 Year: The counselor's work year will be eleven (11) months.

16:22 Salary: Teacher's salary plus 1/10 for eleventh (11th) month and an additional stipend to be increased by 3% in each year of this agreement. The stipend will be: 2026-2027 - \$3,289; 2027-2028 - \$3,388; 2028-2029 - \$3,490 and 2029-2030 - \$3,595 in addition to basic salary.

16:30 EXTRA PAY SCHEDULE

16:31 Curricular, Co-curricular and Interscholastic Duties: Salaries for these assignments will be found in APPENDIX 16:31.

Bargaining unit members will continue to be given first priority for extra-curricular duties (e.g. co-curricular activities, chaperoning) provided they are qualified. This shall not apply to coaching. In the event that a non-bargaining unit member is selected to fill such a position, the District has the discretion to set the pay rate provided that the rate does not exceed the contractually established rate for bargaining unit members.

If the District approves the appointment of a bargaining unit member to multiple extra-curricular assignments in any school year, it is understood that the bargaining unit member shall not perform the duties of such multiple positions during the same clock hours. Further, this provision shall not limit the District's right to determine whether to make extra-curricular assignments, including whether to make multiple extra-curricular assignments, to the same bargaining unit member.

The following process will be followed for creating new extra-curricular activities (i.e., clubs):

- A. Proposal for a new club will be made to the respective building principal for approval.
- B. Approval of the Superintendent is required.
- C. Club or activity will be in existence for two (2) full academic years.
- D. Records must be kept of specific events, number of hours committed, number of students involved, etc. for purpose of proper Tier placement.
- E. Board of Education approval of new extra-curricular club and Tier placement is required.

Extra-curricular activities (i.e., clubs) existing as of July 1, 2013, which are inactive for a three-year period measured from that date, will be eliminated. Extra-curricular activities (i.e., clubs) that are approved by the Board of Education after July 1, 2013, which are inactive for a three-year period from their approval date, will be eliminated.

The parties agree that there will be a committee formed to examine the current positions, tiers and pay for the co-curricular activities. The committee will be comprised of 5 MFA members selected by the MFA president and 5 Marcellus administrators selected by the superintendent. A recommendation to the MFA and Marcellus District will be no later than May 1, 2027. Parties will mutually agree to any changes to the existing terms and conditions and will be included in a Memorandum of Understanding (MOU).

16:32 Coaching.

- 16:320 Coaches will be appointed each year as either a head varsity coach or as an assistant varsity coach. Head varsity coaches will be a year-round appointment whereas assistant varsity coaches will be seasonal appointments. Head varsity coaches will be appointed and notified within sixty (60) days of the conclusion of the post-season for that respective sport.

All assistant varsity coaches at the varsity/junior varsity level are expected to begin their in-season appointments with the varsity/junior varsity try-outs and will conclude with post-season play as appropriate. Assistant varsity coaches at the modified level will have the opportunity/option to indicate interest and availability for assisting in pre- and post-season activities. The Athletic Director, in consultation with the head varsity coach, will make the final determination.

Coaches are permitted to apply to serve as a head coach in two sports during the same year. However, such applications for a second head coaching appointment may be denied by the District for any reason, and the denial will not be subject to the grievance or arbitration provisions of this Agreement (nor shall any bargaining history be used against the District) unless: (a) the applicant in question has been grandfathered by virtue of having held a second head coaching appointment during 2007-2008; or (b) the internal or external applicant for the second head coaching appointment is the only internal or external applicant for the position.

- 16:321 All coaches will be paid based on a weekly salary for the number of weeks worked from the actual in-season starting date (commencement of tryouts) through the last week of league play. (As per APPENDIX 16:33).

- 16:322 Any post-season competition (i.e., after the last week of league play) will add to the compensation of any coach directly involved in preparation and coaching for that post-season competition. Amount of additional compensation will be equal to the coach's weekly salary times the number of weeks of post-season play. (A half [1/2] week will be used for a part of a week up through Wednesday.)

Example 1. Girls' soccer plays in sectionals for one (1) week and three (3) days (until Wednesday) after last week of league season. Coach is paid for season plus one and one half (1 1/2) times weekly salary for post-season competition. If sectionals had gone one (1) more day, coach would have received two (2) weeks additional pay.

Example 2. The assistant varsity boys' soccer coach (assigned to the junior varsity) will coach an (11) week season approximately. His weekly salary is seventy-five percent (75%) of head coach for boys' soccer (.75 x \$794

(i.e., 2026-2027 weekly) = \$595.50). Eleven (11) weeks at five-hundred ninety-five dollars and fifty cents (\$595.50) per week gives assistant varsity boys' soccer coach a total salary for boys' soccer of six-thousand-five-hundred-fifty dollars and fifty cents (\$6,550.50).

- 16:323 All assistant varsity coaches will be paid seventy-five percent (75%) of respective head varsity coach's weekly salary for each week of work by that coach.
- 16:324 Any new sport will be recommended by the Athletic Director to the Superintendent. If approved by the Superintendent, salaries for new or unlisted sports will be negotiated by the MFA and the District.
- 16:325 A notification of any changes in seasonal length or necessary additions to pay for post-season competition will be submitted by the Athletic Director to the appropriate pay officer as soon as can be reasonably determined.
- 16:326 If for any reason there appears to be a change in a coach's responsibilities (e.g., an assistant varsity coach is promoted in-season to take over a varsity program) and a change in weekly salary seems justified, the coach will present concise evidence of the justification for the change to the Superintendent of Schools and the President of the MFA in order that the change can be negotiated. If the Superintendent and the President mutually agree that the change is justified, the change will be negotiated.
- 16:327 Pay for coaches shall be in two (2) payments. One (1) separate check for half the expected salary approximately half way through the season. A second (2nd) separate check for the balance of the coach's salary (including pay for post-season, if applicable) as soon after the season as is possible once the Athletic Director has certified that all of the coach's duties have been completed (includes end of the season reports, inventory, etc.). Also, coaches have the option to choose 28% Federal and 7.5% State Tax elective insofar as those percentages remain effective.
- 16:328 Head varsity coaches will be expected to fulfill off-season responsibilities by promoting their sport to all interested District students (in an effort to promote participation).

After being appointed, each head varsity coach will provide the Athletic Director with a plan for off-season activities for the respective sport for the upcoming year. Off-season responsibilities may include, but are not limited to: (a) open gym practices for Marcellus CSD students; (b) collaborating on intramural programs (with the co-curricular intramural director) in their particular sport; and (c) hosting

introductory clinics (for students in K-6) open to Marcellus CSD students only.

16:33 Chaperoning. Chaperoning will be paid at the rate of \$45.00 per hour with the approval of the Building Principal. This does not apply to coaching, club, or activity advisors who are discharging their duties as listed in the extra pay schedule.

16:34 Internal Substitution.

Any teacher asked to do internal substitution will be compensated at the rate of \$45.00 per hour or major portion thereof. Compensation for internal substitution will only be made if the bargaining unit employee who does the internal substitution would otherwise have been assigned to a duty-free period pursuant to Section 6:721 or a duty-free lunch period pursuant to Section 4:20 during the period of the internal substitution. Compensation for internal substitution will not be made if the bargaining unit employee who does the internal substitution would otherwise have been assigned to a teaching period pursuant to Section 6:74 or a supervisory period pursuant to 6:77 during the period of the internal substitution. Internal substitution will be used only after the building principal or other District administrator, in his or her discretion, has exhausted all other reasonable options. Permanent part time teachers asked to do internal substitution will be compensated based on their per diem contractual rate as determined by Article 16:10.

16:35 Driver Education. Summer School Driver Education shall be paid \$45.00 per hour.

16:36 Curriculum Writing. Curriculum writing shall be paid at: 2026-2027 - \$50.07; 2027-2028 - \$52.02; 2028-2029 - \$54.05 and 2029-2030 - \$56.16 per hour.

16:37 Music Director. This stipend will be for head director responsibilities within the District. It does not include events outside the district such as, but not limited to, All County, NYSSMA, All State, etc.

UPK – 3 rd Grade	\$200 per year
Grades 4-8	\$500 per year
Grades 9-12	\$800 per year

16:40 PAY PROCEDURES

16:41 Dates: Pay dates for all certified employees will be based on a biweekly calendar in the following manner:

- A. Ten (10) month employees - twenty-two (22) approximately equal paychecks

or

twenty-six (26) paychecks computed at the rate of twenty-six (26) paychecks with the last five (5) paychecks being paid in the twenty second (22nd) paycheck.

- B. Eleven (11) month employees - twenty-four (24) or twenty-six (26) approximately equal checks.
- C. Twelve (12) month employees – twenty-six (26) approximately equal paychecks.

16:42 Number of Paychecks: The ten (10) month employee may choose either of the two (2) options available. This choice must be made within a reasonable time before the first (1st) paycheck in September of each school year and must be in writing.

16:43 Payments: When payments are to be made, all Co-Curricular Activity, Interscholastic, and Department and Content Specialist stipends will be paid in December (50%) and June (50%).

16:50 PAYROLL SAVINGS PLAN

16:51 The Marcellus Central School Board of Education will allow individuals a payroll deduction to be deposited in a bank or credit union of the employee's choice.

16:52 Employees must specify dollar amount deduction and the bank choice to the Business Office no later than the date of the second (2nd) scheduled payday in September. Changes can be made during the two (2) weeks prior to the first (1st) scheduled paycheck of the second (2nd) semester.

16:53 The dollar amount deduction in force in June of the preceding year will remain in force unless the teacher requests a change by the two (2) dates indicated in 16:52.

16:60 DUES DEDUCTION

The Marcellus Central School Board of Education agrees to deduct from the salaries of its employees dues for the Marcellus Faculty Association and its State and National affiliates as said teachers individually and voluntarily authorize the Board to deduct and to transmit the monies promptly to such association. Teachers' authorizations shall be in writing on the form attached to their association sign-up cards. The authorization for deduction shall be in effect indefinitely until canceled in writing.

ARTICLE 17:00
EARLY RETIREMENT INCENTIVE PROGRAM

17:10 INCENTIVES

Teachers who apply for retirement during the first (1st) school year (i.e., September 1 through August 31) in which they become eligible to retire under NYSTRS without a diminished benefit or reduction of benefit and who produce evidence of a service retirement under NYSTRS, will receive twenty-seven thousand (\$27,000) dollars to be paid as a non-elective employer contribution into a 403b Plan (as described in Section 17:70, below). For purposes of entitlement to the retirement incentive, the first school year of eligibility without a diminished benefit or reduction of benefit means the first school year in which a teacher attains the age and/or required number of credited years of service with NYSTRS such that the teacher is eligible for an unreduced NYSTRS pension benefit. For the 2026-2027 school year only, the requirement that the member retire in their first year of eligibility will be waived. In 2026-2027, all members eligible to retire from NYSTRS will be eligible for this incentive should they meet all other requirements.

17:20 LOCAL CONDITIONS FOR ELIGIBILITY

To be eligible for a retirement incentive, an employee must be earning in excess of \$91,739 for 2026-2027; \$95,317 for 2027-2028; \$99,034 for 2028-2029; and \$102,896 for 2029-2030.

17:30 NOTIFICATION OF RETIREMENT

Notification of intent to retire under this article must be submitted by January 1 of the year the individual intends to retire or if the retirement is not effective at the end of the school year, at least six (6) months in advance of the retirement date.

17:40 RETIREMENT OF PART-TIME EMPLOYEES

17:41 Persons whose part-time service fluctuates between more than .5 FTE and less than .5 FTE will be eligible for the incentive if their average FTE during their years of service with the District is .5 or more.

17.42 The incentive for eligible part-time teachers shall be prorated.

17:50 TEACHER RESPONSIBILITY

It is the responsibility of the teacher to meet all time lines required under the Early retirement Incentive Program. Failure to do so will forfeit an individual's right to receive payment under the program.

17:60 LOCAL RETIREMENT INCENTIVE AS NON-ELECTIVE EMPLOYER CONTRIBUTION

For bargaining unit members eligible for the retirement incentive provided for in this Article 17, the District agrees to make a non-elective employer contribution in the contractually specified amount to a 403(b)-program able to accept such amounts, subject to the contribution limits as outlined in the Internal Revenue Code. This non-elective contribution (also known as a retirement incentive) is available to all employees who meet the age and service requirements as defined by the New York State Teachers Retirement System. The local retirement incentive above will be available to members who submit an irrevocable letter of intent to retire within the time limits specified in Section 17:40. The retirement incentive will be remitted by the District as soon as administratively possible commencing with the year of retirement, subject to the requirements described below. For purposes of Tier I members with membership dates prior to June 17, 1971, the employer contribution will be reported as non-regular compensation to the New York State Teachers Retirement System. In the event that the employee participates in this retirement incentive contribution but such contribution exceeds acceptable contribution limits, the District agrees:

- 1) to pay any excess over the limits as compensation to the employee in the year of retirement if such employee has a NYSTRS membership date prior to June 17, 1971, OR,
- 2) if the employee has a NYSTRS membership date subsequent to June 16, 1971, remit any remainder in the year(s) following retirement to the 403(b)-program in accordance with the maximum amount permissible under the Internal Revenue Code.

ARTICLE 18:00
BOARD MEETING INFORMATION

18:10 AGENDA

The District will provide the MFA with complete copies of the public and administrative agenda for all regular Board of Education meetings by the Friday prior to the Board meeting. In the case of special Board meetings, the agenda will be provided at least three (3) days in advance whenever possible.

18:20 MINUTES

The District will provide the MFA with complete copies of all public Board Minutes (public and executive sessions) with those attachments permitted bylaws as these become available.

ARTICLE 19:00
MANAGEMENT RIGHTS

- 19:10 Except as expressly limited by other provisions of this agreement, all of the authority, rights, and responsibilities possessed by the employer are retained by it, including but not limited to, the right to determine the mission, purpose, objectives and policies of the employer; the right to the facilities, methods, means (excluding academic issues), and the number of personnel for the conduct of the employer's programs.

ARTICLE 20:00
TERM OF THE AGREEMENT

20:10 TERM

This agreement shall be in effect from July 1, 2026, through June 30, 2030 or until replaced by a successor contract except, that after June 30, 2030, no raises or increments will be paid until a new agreement is negotiated.

20:20 NEGOTIATIONS

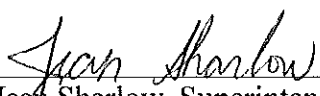
Negotiations concerning any proposed items shall proceed in accordance with the provisions set forth in the Procedural Agreement for negotiations.

20:30 AMENDMENTS

Amendments resulting from such negotiations shall take effect the following July 1 or at such other time as may be mutually agreeable to both parties.

20:40 SIGNATURES

Marcellus Central School District

By:  6/17/26
Jean Sharlow, Superintendent of Schools

Marcellus Faculty Association

By: 
Sophie-Louise Jackson, President

20:50 LEGISLATIVE ACTION

IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

APPENDIX 1:10

**NURSES
MEMORANDUM OF AGREEMENT**

MARCELLUS SCHOOL NURSES

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Marcellus School Nurses

ARTICLE I GRIEVANCE PROCEDURE

- A. School Nurses will be covered by Article 12 of the collective bargaining agreement to which this memorandum of agreement is appended (hereafter “Contract”) except that the discipline and discharge of nurses shall not be subject to grievance arbitration.
- B. Any permanent employee who is charged with misconduct or incompetency shall be extended all of the protections provided by Civil Service Law Sections 75 and 76. It is agreed that the hearing will be held before a mutually agreed upon neutral hearing officer. The cost of the hearing officer will be shared equally by the District and the MFA.

ARTICLE II LEAVES

School Nurses will be covered by Article 2:00 of the Contract.

ARTICLE III CONDITIONS OF EMPLOYMENT

A. WORK YEAR

Employees within this unit are expected to work on days when teachers’ attendance is required, and up to 36 hours in July and August as agreed upon with the building administrator. Days worked in July and August will be compensated based on each nurse’s hourly rate, calculated by dividing the individual’s salary by 1,450 hours. Nurses may work from home if agreed upon with the building principal. Time sheets must be submitted no later than September 15th and include a summary of completed work.

B. FULL TIME DEFINED

- 1. Full time employment shall be defined as an employee working 5 full days a week for 6 hours or more per day.
- 2. The work day for nurses shall be the same as the teacher work day.

C. WORK ASSIGNMENTS

The Building Principal is responsible for specific work assignments of the nurse in his/her building.

D. SUBSTITUTES

In all circumstances except true emergency situations, each nurse must first attempt to find a substitute by making two calls; then she shall call the principal or designee, report that she will be absent, and give the name of her substitute, or state that she was unable to arrange for one. In the case of a true emergency, the nurse may make a single call to the BOCES substitute calling service, to request that BOCES find a substitute and perform the necessary notification.

E. POSTING OF VACANCIES

1. When a vacancy occurs within the District or a new position is created within this unit, notice of such position and job requirements shall be posted in each building at least 48 hours prior to filling the position.
2. The Board of Education shall have the final authority for appointment.

F. TERMINATION OF EMPLOYMENT

1. For reason of reduction in force, a 30-calendar day advance written notice is required from the Assistant Superintendent for Business to the employee.
2. For reason of insubordination, neglect of duty, or incompetency, a 5-school day advance written notice is required from the Principal, the Assistant Superintendent for Business, or Superintendent.

G. SENIORITY

1. Seniority shall be District-wide based on the number of years of continuous full-time service in the District within this bargaining unit.
2. Unpaid leave time of 30 calendar days or less shall be considered continuous for the purpose of seniority.
3. If a full-time employee is reduced to part-time at the request of the District, full seniority rights shall continue.
4. A seniority list shall be maintained by the District and updated annually.

H. RECALL

1. If an employee's employment is terminated because of reduction in force and a position within this unit should open in the District for which the employee is qualified, and if the employee applies, the former employee shall be considered along with other applicants.
2. The Board of Education has the final authority of appointment.

**ARTICLE IV
FRINGE BENEFITS**

A. INSURANCE

School Nurses will be covered under Article 10 of the Contract for all insurance rights, benefits, and obligations, including retiree health insurance.

B. RETIREMENT

1. Employees are eligible to join the New York State Employees' Retirement System.
2. Employees hired after July 1, 1976, for a ten month position are not mandated to become members of the System.
3. The District is a member of the Non-Contributory 1/60th Plan.

**ARTICLE V
SALARY**

A. The salary of the School Nurses will be increased as follows:

2026-2027	2027-2028	2028-2029	2029-2030
3.9%	3.9%	3.9%	3.9%

B. The starting salary for nurses will be \$41,000, with the understanding that the District retains discretion to start new hires at a higher rate.

C. The coordinator (chair) will receive, in two annual installments, the following stipends each year, as indicated: 2026-2027 - \$3,119; 2027-2028 - \$3,241; 2028-2029 - \$3,367 and 2029-2030 - \$3,498.

D. PAYCHECKS

School Nurses will be governed by Section 16:40 of the Contract.

E. PAYROLL DEDUCTIONS

School Nurses will be governed by Section 16:50 of the Contract.

APPENDIX 1:11
MARCELLUS ATHLETIC TRAINERS

ARTICLE I
GRIEVANCE PROCEDURE

- A. Athletic trainers will be covered by Article 12 of the collective bargaining agreement to which this memorandum of agreement is appended (hereafter “Contract”) except that the discipline and discharge of athletic trainers shall not be subject to grievance arbitration.
- B. Any athletic trainer who is charged with misconduct or incompetency will be afforded whatever protections of Civil Service Law Sections 75 and 76 are applicable. It is agreed that any hearing pursuant to Section 75 will be held before a mutually agreed upon neutral hearing officer. The cost of the hearing officer will be shared equally by the District and the MFA.

ARTICLE II
CONDITIONS OF EMPLOYMENT

A. **WORK YEAR**

Athletic trainers are expected to work ten (10) months per year, on the schedule established by the District. However, nothing in this Agreement or this Appendix shall limit the District’s right to reduce the work year or hours of work.

B. **FULL TIME DEFINED**

- 1. Full time employment shall be defined as an employee working 5 full days a week for 6 hours or more per day.

C. **WORK ASSIGNMENTS**

The Athletic Director is responsible for specific work assignments of the athletic trainers.

D. **EVALUATION**

Athletic trainers will be evaluated annually, in writing, by the Athletic Director. This shall not limit the Athletic Director’s right to provide performance-related feedback on a more frequent basis.

E. **POSTING OF VACANCIES**

- 1. When a vacancy occurs within the District or a new position is created within this unit, notice of such position and job requirements shall be posted in each building at least 48 hours prior to filling the position.
- 2. The Board of Education shall have the final authority for appointment.

F. TERMINATION OF EMPLOYMENT

1. For reason of reduction in force, a 30 calendar day advance written notice is required from the District to the employee.
2. For reason of insubordination, neglect of duty, or incompetency, a 5 school day advance written notice is required from the Athletic Director or Superintendent.

G. SENIORITY

1. Seniority shall be District-wide based on the number of years of continuous full-time service in the District within this bargaining unit.
2. Unpaid leave time of 30 calendar days or less shall be considered continuous for the purpose of seniority.
3. If a full-time employee is reduced to part-time at the request of the District, full seniority rights shall continue.
4. A seniority list shall be maintained by the District and updated annually.

H. RECALL

1. If an employee's employment is terminated because of reduction in force and a position within this unit should open in the District for which the employee is qualified, and if the employee applies, the former employee shall be considered along with other applicants, unless applicable law affords the former employee greater rights.
2. The Board of Education has the final authority of appointment.

**ARTICLE III
FRINGE BENEFITS**

A. INSURANCE

Athletic trainers will be covered under Article 10 of the Contract for all insurance rights, benefits, and obligations, including retiree health insurance.

B. RETIREMENT

1. If eligible, athletic trainers will join the New York State Employees' Retirement System.
2. The District is a member of the Non-Contributory 1/60th Plan.

**ARTICLE IV
SALARY**

- A. The salary of the Athletic Trainer will be increased as follows:

2026-2027	2027-2028	2028-2029	2029-2030
3.9%	3.9%	3.9%	3.9%

- B. PAYCHECKS

Athletic trainers will be governed by Section 16:40 of the Contract.

- C. PAYROLL DEDUCTIONS

Athletic trainers will be governed by Section 16:50 of the Contract.

**ARTICLE V
LEAVES**

- A. Athletic Trainers will be covered by Article 2:00 of the Contract.

APPENDIX 2:14
PARENTAL; CHILDBIRTH/CHILDREARING; MATERNITY SICK LEAVE
INFORMATION FORM

Directions: Please check all boxes which apply and fill in all blank spaces - then send a copy to the Superintendent of Schools and your Principal.

_____ I am planning to take parental leave (20 days) effective _____.
Date

_____ I wish to receive sick leave pay beginning with the first (1st) date of absence, or first date of absence after parental leave is exhausted, until my accumulated leave is exhausted or until my return to work and I understand my FMLA rights and the possibility of simultaneous use of FMLA leave.

_____ I wish to reserve my accumulated leave for when I return to work and therefore do NOT expect to be paid during the period of this leave.

_____ I expect my absence will be more than thirty (30) consecutive school days and thus a long-term contract substitute should be employed.

_____ I expect my absence will be less than thirty (30) consecutive school days and thus a short-term substitute should be employed.

_____ I expect my absence will be very brief involving a day-to-day decision and thus a per diem (day-to-day) substitute should be employed.

_____ I expect (provided clearance from my doctor) to return to work after the birth of my child about _____.
(date)

_____ I expect to return to work after the birth of my child and I shall in the event apply for Childrearing Leave within six (6) weeks after the birth of my child via a letter to the Superintendent of Schools.

_____ I do NOT expect to return to work after the birth of my child and I shall probably resign sometime within the six (6) week period after the birth of my child.

I understand that this intention statement is to give some direction to the administration and that my expectations shall NOT be binding upon me.

(Teacher's Signature)

(Date)

APPENDIX 2:154
SICK LEAVE BANK

Application Form
(Please submit the original and
one copy of this application to
the Personnel Administrative Assistant)

Directions: Under terms of the current contract, up to thirty (30) days of sick leave bank time is available to each employee, per year. To be eligible you must have exhausted your own accumulated leave and have elected to donate to the sick bank using the appropriate form.

This application is necessary in order that the District Business Office can properly account for “used” and “unused” days in the sick leave bank.

My sick leave was exhausted as of _____ and
(date)

I am applying for _____ days from the sick leave bank, effective _____.
(number) (date)

MFA Member’s Signature

Date of Signature

Union Representative

Date of Signature

Superintendent of Schools

Date of Signature

**APPENDIX 2:44
PERSONAL LEAVE FORM**

Name _____ Bldg. Assigned _____

Position _____ Date of Request _____

Date(s) for leave or personal day _____

- _____ No reason given (three [3] per year).
- _____ Marriage of teacher, or in teacher's immediate family.
- _____ College graduation for self, spouse, son, or daughter.
- _____ Taking son or daughter to college in freshman year.
- _____ Legal transactions.
- _____ Required court business.
- _____ Emergency (examples: fire, plumbing, or electrical difficulties, accident, weather conditions.)
- _____ Religious holiday
- _____ Funeral – not immediate family (death of close relative or friend)

Signature of Building Principal

For any reason not specified above, the permission of the Superintendent of Schools is needed; therefore, state in writing the reason(s) for the request.

Approved
Approved without pay
Disapproval

Superintendent of Schools

APPENDIX 2:631
CHILDREARING LEAVE STANDARD APPLICATION FORM
(To be submitted within six (6) weeks of birth or adoption of child)

In reference to Article 2:631 of the Marcellus Faculty Association Contract, it is recommended that the Association President be consulted before this form is completed and submitted.

_____ Employee Name	_____ Date of Birth or Adoption of Child
------------------------	---

Date

1. During this leave, the teacher shall not engage in gainful employment other than occasional per diem substitute teaching (See Article 2:634).
2. The District has the right to invoke Article 2:64 in the Marcellus Faculty Association Contract whenever it deems it is necessary to do so.
3. Employees must provide the District with timely notice of intent to return from leave (Article 2:70) or employee might lose the right to future employment.
4. Childrearing leave is leave without pay.
5. This leave may be canceled by the employee for extenuating circumstances as provided in Section 2:635.
6. The employee may request FMLA leave or FMLA leave may be charged simultaneously with childrearing leave.
7. I, _____ fully understand and agree to items 1 - 5
Employee Name

above, and hereby apply for a childrearing leave to become effective

on _____ and to terminate such leave on _____.
date date

Date

Employee Signature

Date

MFA President Signature

Date

Superintendent Signature

APPENDIX 7:14
Marcellus Central School District
Standards-based Educator Evaluation and Professional Support (“STEPS”) System
Effective September 2025

Introduction

Section 3012-e of the New York State Education Law requires each school district to develop and implement a comprehensive evaluation system for teachers and principals. This Standards-based Educator Evaluation and Professional Support (“STEPS”) System is entered into between the Marcellus Central School District (“District”) and the Marcellus Faculty Association (“Association”) pursuant to Section 3012-e.

Statement of Purpose

The overarching goal of the teacher evaluation system is to promote student learning and improve teaching and professional practice. The STEPS System encourages professional growth and development through a process that is based on current research on best practice and aligned with New York’s Teaching Standards. It assures a common language and common expectations among all teachers and evaluators. To ensure teacher-driven professional development and support, it is intentionally linked with the District’s Professional Development Plan.

Process

The District, in collaboration with the Association, developed this STEPS Plan by collective bargaining about the mandatory subjects of the Plan. This STEPS Plan is designed to provide teachers with a full understanding of the evaluation system and to meet the requirements of Section 3012-e and the Commissioner’s Regulations as they exist as of the date of the execution of this Plan by both parties. The inclusion of clauses pertaining to non-mandatory subjects of bargaining shall not affect the non-mandatory nature of those subjects and shall not imply an obligation on the part of the District to negotiate over those subjects.

To the extent that changes to the Education Law or Commissioner’s Regulations conflict with this Plan, the District shall comply with the law, and will negotiate regarding any statutory or regulatory changes related to mandatory subjects of bargaining. The District and the Association agree that they will re-open the APPR Plan for negotiations during the 2024-2025 school year, for implementation of the new STEPS Plan at the beginning of the 2025-2026 school year, in order to update and be in compliance with the new 3012-e regulations, even though the district and MFA do not need to comply until 2032.

Once this STEPS Plan is approved by the District’s Board of Education, it will be filed in the District Office and posted to the District web site. In addition, the Superintendent will submit the Plan through the New York State portal for approval by the Commissioner of Education. Informal walkthroughs by any district or building administrator will still occur informally (not rated) each year in order to support teachers effectiveness and growth.

Plan Requirements and Stipulated Agreement

Definitions:

Measure 1: Observation (1 formal observation, 1 formal walkthrough)

Measure 2: Choices

- **Smart Goal (Probationary Teachers)**
 - Research Based Practice
 - Student work
 - Student data

- **Portfolio (Tenured Teachers)**
 - Choose a NYS Teaching Standard (area of interest & growth)
 - Determine action steps
 - Summarize the impact on teaching/learning
 - Ways to build a portfolio
 - **Action Research Projects**
 - Teachers could engage in action research projects focused on improving their practice in relation to specific teaching standards. The evaluation could consider the research question, methodology, data collection, analysis, and the impact on their teaching and student learning.
 - **Peer Observation and Feedback:**
 - Trained peer teachers, assessed and approved by both the district and the MFA, who have been rated effective or highly effective can conduct observations and provide feedback to their colleagues. This can foster a culture of collaboration and shared learning, focusing on specific aspects of the teaching standards.
 - **Development of Common Formative Assessments**
 - Grade level or department specific
 - Aligned to NGS
 - Measures student growth

Cycle of Evaluation

Under Section 3012-e, each teacher must be placed on a STEPS Plan, which requires a set cycle designation. The “cycle” being set as a definitive “number of years”. The district in conjunction with the MFA has determined that MFA tenured members requiring a state evaluation be placed on a FOUR year cycle. Non-tenured teachers will be and remain on a yearly cycle until such time as they receive tenure.

Total staff members will be evenly divided into four groups at the start of the cycle process beginning in the 2025-2026 school year. A teacher’s designated group will continue in perpetuity unless New York State adopts a different or new evaluation system. As staff members of the MFA retire and new teachers are hired, once a teacher becomes tenured, they will be

assigned a Group #. If a teacher leaves a school building to work in another school building, they will remain in the same Group designation. For tenured teachers in each individual school building, the FOUR year cycle comprises four separate groups with the rotation below.

TENURED TEACHERS

YEAR	Group #1	Group #2	Group #3	Group #4
Year #1	<u>Measure 1:</u> Formal Observation	<u>Measure 2:</u> Begins and topic is chosen by October 1st	<u>Measure 1:</u> Formal Walkthrough (by April 30 th)	<u>Measure 2:</u> Begins and topic is chosen by October 1st
Year #2	<u>Measure 2:</u> Begins and topic is chosen by October 1st	<u>Measure 1:</u> Formal Observation (by April 30 th)	<u>Measure 2:</u> Begins and topic is chosen by October 1st	<u>Measure 1:</u> Formal Walkthrough
Year #3	<u>Measure 1:</u> Formal Walk through (by April 30 th)	<u>Measure 2:</u> RATED	<u>Measure 1:</u> Formal Observation (by April 30 th)	<u>Measure 2:</u> RATED
Year #4	<u>Measure 2:</u> RATED	<u>Measure 1:</u> Formal Walkthrough (by April 30 th)	<u>Measure 2:</u> RATED	<u>Measure 1:</u> Formal Observation (by April 30 th)

NON-TENURED TEACHERS

YEARLY	Non-Tenured Group
	<u>Measure 1:</u> Formal Observation (Announced) Formal Walkthrough (Unannounced) *to be complete by April 30th
	<u>Measure 2:</u> For non-tenured teachers, a Smart Goal will be written for this measure by October 1st

Rating

3012e requires the District to evaluate teachers using the New York State Teaching Standards embedded here: [The New York State Teaching Standards](#).

For each Measure in the STEPS Plan, the composite score will be determined as follows:

Measure	NYS Teaching Standards Assessed
Measure #1: Formal Observation (announced) *with the requirement of a pre- and post-conference *to be complete by April 30th	1, 2, 3, 4 Knowledge of Students and Student Learning Knowledge of Content and Instructional Planning Instructional Practice Learning Environment
Measure #1: Formal Walkthrough (unannounced) *post-conference optional unless requested by either the evaluator or teacher *to be complete by April 30th	3, 4 Instructional Practice Learning Environment
Measure #2: Smart Goal *during the designated rating year, the teacher must submit all materials for Measure 2 to the evaluator (building principal) by May 30th *a rating will be provided for Measure 2 no later than June 15th *conference optional unless requested by either the evaluator or teacher	5, 6, 7 Assessment for Student Learning Professional Responsibilities and Collaboration Professional Growth

The intent of the evaluation system is to foster a culture of continuous growth for professionals. The STEPS Plan is required to be a significant factor in employment decisions, including, but not limited to: retention, tenure determination, termination, supplemental compensation, and professional development. Each decision is made in accordance with locally developed procedures that have been collectively bargained.

If the STEPS Plan is rejected by the Commissioner for any deficiencies, each such deficiency shall be resolved through collective bargaining to the extent that the deficiency involves a mandatory subject of bargaining. When the bargaining process is concluded, the Plan will be

resubmitted. The District and the Association, through a joint labor-management committee known as the STEPS Committee, will meet at least annually for the purpose of reviewing guidelines, procedures, measurements, targets, point allocations, and assessments related to the STEPS. This meeting will take place as soon as practical, but not later than March 1 of each school year.

Teacher Formal Observations

The teacher's observation ratings will make up 80% of the composite score. The process and criteria will be aligned with the following New York State Teaching Standards:

1. Knowledge of Students and Student Learning: Teachers acquire knowledge of each student, and demonstrate knowledge of student development and learning to promote achievement for all students.
2. Knowledge of Content and Instructional Planning: Teachers know the content they are responsible for teaching, and plan instruction that ensures growth and achievement for all students.
3. Instructional Practice: Teachers implement instruction that engages and challenges all students to meet or exceed the learning standards.
4. Learning Environment: Teachers work with all students to create a dynamic learning environment that supports achievement and growth.
5. Assessment for Student Learning: Teachers use multiple measures to assess and document student growth, evaluate instructional effectiveness, and modify instruction. This includes assessment techniques based on appropriate learning standards designed to measure students' progress in learning and that he or she successfully utilizes analysis of available student performance data (for example: State test results, student work, school-developed assessments, teacher-developed assessments, etc.) and other relevant information (for example: documented health or nutrition needs, or other student characteristics affecting learning) when providing instruction.
6. Professional Responsibilities and Collaboration: Teachers demonstrate professional responsibility and engage relevant stakeholders to maximize student growth, development, and learning. This includes the development of effective collaborative relationships with students, parents or caregivers, and appropriate support personnel to meet the learning needs of students.
7. Professional Growth: Teachers set informed goals and strive for continuous professional growth.

The District and the Association agree that Charlotte Danielson's The Framework for Teaching, 2013 Instructionally Focused Edition, will be the rubric used to observe and evaluate classroom teachers. A copy of the rubric is attached in the appendix to this STEPS Plan.

All of the Components of the Danielson Rubric will be used during **Measure 1: Formal Observation**. And, Domains 2 and 3 of the Danielson Rubric will be used during **Measure 1:**

Formal Walkthrough to evaluate teachers. Informal walkthroughs by any district or building administrator will still occur informally (not rated) each year in order to support teachers effectiveness and growth.

Teachers will be observed and evaluated based on the following procedures by April 30th:

Each teacher observation conducted pursuant to the STEPS Plan shall be given a score from 1 to 4. The District shall take a weighted average of all Measures in the STEPS Plan to calculate yearly for tenured teachers the portion of the Measure within the FOUR year cycle depending upon the group assigned. The District shall take a weighted average of all Measures in the STEPS Plan to calculate yearly for non-tenured teachers both **Measure 1** and **Measure 2**.

RATING	MEANING
4	Exceeds Expectations
3	Meets Expectations
2	Partially Meets Expectations
1	Significantly Below Expectations

Final Composite Rating

Where applicable and practicable, tenured teachers will be provided at the end of every school year, the rating for either Measure 1 or Measure 2, depending on which Group they have been assigned and the Measure being assessed in any particular school year. At the end of the four year cycle, teachers will be provided with the composite rating of **Measure 1** (formal observation and formal walk through) and **Measure 2** (choice) over the four year cycle. Non-tenured teachers will be provided with the composite rating of **Measure 1** (formal observation and formal walk through) and **Measure 2** (choice) yearly.

A teacher's overall composite rating shall be determined using the table below

Measure	New York State Teaching Standards	Danielson Rubric Crossover	Weight Calculation
Measure #1: Formal Observation (40 minutes) Timeframe: Completed October 1 to April 30th	1, 2, 3, 4 Knowledge of Students and Student Learning Knowledge of Content and Instructional Planning Instructional Practice	Domain 1, 2, 3	45%

	Learning Environment		
Measure #1: Formal Walkthrough (20 minutes) Timeframe: Completed October 1 to April 30th	3, 4 Instructional Practice Learning Environment	Domain 2 & 3	35%
Measure #2: Smart Goal, Common Formative Assessments, Portfolio, Action Research Projects, Peer Observation & Feedback Timeframe: Check in non-rating year Rating year rating completed by May 30th	5, 6, 7 Assessment for Student Learning Professional Responsibilities and Collaboration Professional Growth	Domain 4	20%

Total Final Score Composite Calculation

For Non-Tenured Yearly & Tenured Teachers at the end of the four year cycle.

Measure	Total Possible Score	Final Score	Total Possible
Measure #1: Formal Observation	4/4	45% of RATING	5.4
Measure #1: Formal Walkthrough	4/4	35% of RATING	4.2
Measure #2: Smart Goal, Common Formative Assessments, Portfolio, Action Research Projects, Peer Observation & Feedback	4/4	20 % of RATING	2.4
TOTALS:	12 TOTAL	100%	12

COMPOSITE RATING OVERALL SCORE BANDS

Level	OVERALL RATING	MEANING
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4	9.0-12.00	Exceeds Expectations
3	5.90-8.90	Meets Expectations
2	2.80-5.80	Partially Meets Expectations
1	0-2.79	Significantly Below Expectations

Reporting to SED

The District will follow all regulations and requirements for reporting category and composite scores to the State Education Department. A unique identification number will be used and the names of individual teachers will not be provided.

Evaluator Training

Principals of the district will be the primary evaluators in each building and will be responsible for overseeing the cycle and rating process for each staff member in the building. In some circumstances, district level administrators may be called upon to conduct an evaluation measure in any given school year for various reasons, including, but not limited to a formal appeal made by the MFA member. The District will ensure that all evaluators have been trained in accordance with applicable regulations.

All evaluators must have appropriate training before conducting a teacher's evaluation. To qualify as an evaluator, individuals shall successfully complete a training course and be trained on the following seven elements found in section 30-4.6 of the Department's regulations, which include:

1. The NYS Teaching Standards and PSELs and their related elements and performance indicators;
2. Evidence-based observation techniques that are grounded in research, including controlling for evaluator bias;
3. The LEA's process for maintaining inter-rater reliability amongst evaluators, if applicable;
4. Application and use of any locally selected methodology to evaluate its teachers or principals;
5. Application and use of any instrument(s) selected by the LEA for use in evaluations, including training on the effective application of such instrument(s) to evaluate a teacher or principal's practice;
6. The scoring methodology used by the LEA to evaluate a teacher or principal, including how overall ratings are generated within the framework for the four designated rating categories;
7. Specific considerations for evaluating teachers and principals, based on their specific context (e.g., student populations served, content areas taught, grade levels). Are any evaluators required to be certified? No. Under the STEPS plan, evaluators are not required to be certified; however, all evaluators are required to be trained on the seven

elements in section 30-4.6 of the Department's regulations, on a periodic basis. Who can conduct the evaluator training? Training may be provided by the LEA, or they may consult with a third-party, such as a BOCES.

The District will ensure that evaluators participate in periodic training and are re-certified in accordance with State regulations. Any evaluation or STEPS Plan rating that is determined in part or whole by an administrator who is not fully trained and certified by the end of the school year in which the STEPS rating was completed shall, upon appeal by the subject of the evaluation or STEPS rating, be deemed to be invalid and shall be expunged from the teacher's record and will be inadmissible as evidence in any subsequent disciplinary proceeding. The invalidation of an evaluator for an evaluation or STEPS Plan rating for this reason shall also preclude its use in any and all other employment decisions.

Staff Training

All professional staff subject to the District's STEPS Plan will be provided with an orientation and training on the evaluation system that will include a review of the content and use of the evaluation system, a review of the New York State Teaching Standards, a review of the rubric selected by the District and the Association, and forms and procedures to be followed consistent with the approved STEPS Plan. Training for current staff will be conducted at the beginning of the 2025-2026 school year. Training for newly hired staff will be provided at the District's New Teacher Orientation program or within seven business days of starting work.

Appeals

If a teacher disagrees with an overall rating for either Measure 1 or Measure 2 in any given school year, they have the option to appeal their rating. They must send an email to the Superintendent titled: Appeal of STEPS rating for the ____ school year. In addition to the email, the teacher must include the rationale for appeal with any relevant evidence. Within two weeks, the Superintendent in conjunction with MFA leadership will review the merits of the appeal and provide a decision to the teacher. If an appeal is granted, a district administrator will either re-do Measure 1 or reevaluate Measure 2.

Teacher Support Plans (TSP)

After the four-year cycle, teachers who receive an overall rating of Level 1 or Level 2 from their STEPS plan evaluation must have a TSP issued and implemented by October 1 of the following school year or as soon as practicable thereafter. Such TSP shall be developed by the superintendent or designee in the exercise of their pedagogical judgment. A TSP defines specific standards-based goals that a teacher or principal must make progress toward attaining within a specific period of time, such as a 12-month period.

The required elements are:

- identification of areas in need of growth and support,
- how the LEA will support growth in the identified areas,

- measurable goals, and
- timelines.

Informal Support Plan (ISP)

For tenured teachers, within the four-year cycle, if any of the designated Measures in a given year are rated as a Level 1 or Level 2 from the STEPS Plan schedule, an *Informal Support Plan* (ISP) will be offered. This plan shall be developed by the superintendent or designee in the exercise of their pedagogical judgment. An ISP defines specific standards-based goals that a teacher must make progress toward attaining within a specific period of time, such as a 12-month period.

The required elements are:

- identification of areas in need of growth and support,
- how the LEA will support growth in the identified areas,
- measurable goals, and
- timelines.

APPENDIX 10:11 INSURANCE REGULATIONS

Types of Coverage

There are two types of coverage: Individual Coverage, which provides protection for the bargaining unit member only and Family Coverage, which provides protection for the bargaining unit member, his or her spouse, and any eligible children.

Employee Eligibility

All bargaining unit members are eligible for coverage, except as otherwise specified in the collective bargaining agreement.

Eligible employees shall be covered from the first (1st) day of employment provided they elect coverage.

Thereafter, all otherwise eligible employees who do not sign up at the commencement of the plan or at the commencement of their employment, may do so at any other time, without proof of insurability. Coverage will be effective on the first (1st) of the month following the ninetieth (90th) day after the application is received in the District Office.

If an enrollee wishes to change his/her type of coverage, such change will be effective the first (1st) of the month following notice provided notice is received by the fifteenth (15th) of the month. After the fifteenth (15th) of the month, change will become effective thirty (30) days after the first (1st) of the next month.

Dependent Eligibility

Dependent eligibility shall be as defined in the terms of the health plan and subject to the requirements of applicable federal and/or state law.

Leaves/Lay-offs/Termination

Enrollees who are off the payroll due to lay-off or who leave the employ of the District may continue in the group coverage at the group rate at their own expense for up to one (1) year following cessation of paid coverage, or, in the event of a COBRA-qualifying event, for the length of time provided under COBRA.

Enrollees who are off the payroll due to leaves of absence may continue in the group coverage at group rate at own expense while on said leave of absence.

The normal enrollment period for District employees will be September 1 through August 31. Because of this, paid coverage will continue for a proportional period of time once employment is terminated. For example, an employee who terminates employment in January would be entitled to paid coverage for an additional month and one who terminates employment in June would be entitled to paid coverage for two (2) additional months (July and August).

Enrollees may convert their coverage within thirty (30) days from date of cessation of group coverage to an individual plan without proof of insurability at his/her own cost.

Death of Employee or Retiree

In the event of the death of an employee enrolled for family coverage, the coverage of any surviving dependents shall be continued for at least three (3) months following the month of death.

The surviving dependent(s) of employees or retirees are entitled to continued coverage as dependent survivors at the group rate. The dependent(s) must pay the premium in full, quarterly, in advance.

Insurance Information

Each year this coverage is continued, the Insurer will provide the Union with information booklets for all employees, outlining the coverage and regulation of the plan.

NOTE:

In all instances where an eligible person carries this insurance at his/her own expense, it is understood that the school district has no liability and that premiums are to be paid in full, quarterly, in advance.

**APPENDIX 11:42
TUITION GRANT APPLICATION**

Please type or print and submit in duplicate

Name _____ Years at Marcellus _____

Date _____ Subject _____ Grade Level _____

Course Description:*

Month/Year course begins _____ College/University _____

Month/Year course ends _____ Credit Hours _____

Total grant requested \$ _____

Explain briefly reasons for taking this course.

* If possible, give name, number, and briefly describe type of course. Ex., Reading Diagnosis 244 - Basic course in diagnosis of reading problems. Even if course name and/or number not available, you must describe type of course you intend to take.

_____ Grant approved. (You must submit evidence of satisfactory course completion for reimbursement.) ****(A TUITION RECEIPT IS ALSO REQUIRED See 11:60)****

_____ Grant rejected because:

APPENDIX 15:30 CONTENT SPECIALIST POSITIONS

Examples of the 22 Content Specialist positions are as follows. Positions will be established annually in consultation with Marcellus Faculty Association representatives.

K-12 Library Media/Tech Integration	K-12 Library Media/Tech Integration
K-12 Physical Education/Health	K-12 Physical Education/Health
K-12 Performing Arts	K-12 Performing Arts
K-12 Visual Arts	K-12 Visual Arts
7-12 English	7-12 English
7-12 Languages Other Than English	7-12 Languages Other Than English
7-12 Math	7-12 Math
K-6 Science	7-12 Science
7-12 Science	7-12 Social Studies
7-12 Social Studies	7-12 Career & Technical Education
7-12 Career & Technical Education	K-6 Special Education
K-6 Special Education	7-12 Special Education
7-12 Special Education	K-3 Response to Intervention
K-3 Response to Intervention	4-8 Response to Intervention
4-8 Response to Intervention	K-3 English Language Arts
Kindergarten	4-6 English Language Arts
First Grade	K-3 Math
Second Grade	4-6 Math
Third Grade	K-3 Social Studies
Fourth Grade	4-6 Social Studies
Fifth Grade	K-3 Science
Sixth Grade	4-6 Science

APPENDIX 15:40
CONTENT SPECIALIST EVALUATION

Name:

Content Area:

Date:

Evaluator:

Administrative Tasks:

Student and Teacher Outcomes:

Professional development:

Content Specialist
Self-Evaluation Tool

1. # of agenda and minutes in Google Docs. ____
2. Conferences or trainings attended?
3. After school trainings offerings?
4. Literacy Standards (7-12) K-6 integrating ELA standards into content areas how did teachers integrating and implementing these into their instruction.
5. Were accommodations provided for special education in your dept./content area.
6. Were 504 accommodations provided to students in your department or content area.
7. Provide the data on common formative assessments and describe how this information was used to change instruction.
8. Identify professional development needs for your department or content area.
9. How many update at faculty meetings.
10. Provide data on formative assessments.
11. Describe what teachers are using to monitor and adjust instruction.
12. Minutes of monthly K-12 content area meetings.
13. Attendance at monthly curriculum council meeting:
14. Mid-terms and finals schedules
 - K-12 departments meet quarterly with KCH principal: Meeting dates.
 - 7-12 Homebound/credit recovery coordinator: Provide data on effectiveness of program.
 - K-12 special education and RTL: Schedules test accommodations and universal screenings.
 - K-6 content areas: Keep each grade level up to date on changes in standards and curriculum.

APPENDIX 15:50
Marcellus Central School District
2 Reed Parkway
Marcellus, New York 13108

Content Specialist Full Day-Half Day Release Time Request

To: Assistant Superintendent of Pupil Personnel Services

From: _____

Date: _____

Subject: Content Specialist Release Time Request

This is an official request for release time to fulfill the requirements of content specialist role.

Date of the Request: _____ full or ½ day)

Description of Goals or activities to be accomplished:

The teacher understands that they are responsible for securing a substitute teacher to cover this release time.

Approval of Building Administrator _____
(Signature)

Administrator will forward on to PPS office.

APPENDIX 16:14 SALARY SCHEDULES

2026-2027	A-01	A-02	A-03	A-04	A-05	A-06	A-07	A-08	A-09	A-10	A-11	A-12	A-13
1	67,874	68,991	70,125	71,245	72,371	73,500	74,608	75,717	76,839	77,489	79,066	79,874	81,306
2	69,138	70,276	71,431	72,572	73,719	74,869	75,998	77,127	78,270	78,933	80,539	81,362	82,821
3	69,554	70,691	71,847	72,988	74,135	75,285	76,413	77,543	78,686	79,348	80,955	81,778	83,236
4	69,985	71,123	72,278	73,419	74,567	75,716	76,844	77,975	79,117	79,780	81,386	82,210	83,669
5	70,435	71,573	72,727	73,868	75,015	76,165	77,293	78,424	79,566	80,228	81,834	82,658	84,117
6	70,900	72,039	73,193	74,335	75,482	76,631	77,760	78,890	80,032	80,695	82,301	83,124	84,584
7	71,388	72,525	73,681	74,820	75,970	77,117	78,247	79,378	80,519	81,182	82,789	83,611	85,070
8	71,889	73,026	74,180	75,322	76,470	77,620	78,748	79,878	81,021	81,684	83,289	84,113	85,571
9	72,408	73,545	74,700	75,841	76,988	78,137	79,265	80,395	81,540	82,202	83,808	84,631	86,089
10	72,944	74,082	75,237	76,376	77,526	78,675	79,805	80,934	82,076	82,739	84,344	85,170	86,628
11	73,500	74,636	75,790	76,931	78,080	79,230	80,355	81,486	82,630	83,294	84,900	85,724	87,184
12	74,069	75,208	76,363	77,502	78,650	79,800	80,929	82,056	83,202	83,865	85,470	86,294	87,753
13	74,658	75,794	76,949	78,087	79,237	80,386	81,514	82,645	83,788	84,451	86,056	86,881	88,340
14	75,258	76,394	77,549	78,688	79,840	80,986	82,114	83,246	84,388	85,050	86,658	87,484	88,940
15	75,874	77,010	78,163	79,302	80,451	81,602	82,730	83,862	85,002	85,668	87,273	88,096	89,557
16	76,501	77,638	78,795	79,933	81,080	82,230	83,362	84,488	85,631	86,296	87,899	88,722	90,183
17	77,143	78,278	79,434	80,573	81,724	82,872	84,001	85,130	86,271	86,937	88,542	89,366	90,826
18	77,796	78,929	80,087	81,224	82,375	83,523	84,655	85,785	86,926	87,591	89,194	90,019	91,482
19	78,476	79,611	80,772	81,907	83,060	84,205	85,337	86,465	87,605	88,271	89,879	90,703	92,162
20	79,184	80,324	81,479	82,618	83,771	84,916	86,046	87,174	88,316	88,982	90,585	91,416	92,872
21	79,556	80,691	81,849	82,989	84,142	85,285	86,416	87,546	88,686	89,351	90,956	91,783	93,242
22	79,925	81,064	82,218	83,359	84,511	85,655	86,787	87,915	89,051	89,722	91,329	92,150	93,612
23	80,310	81,443	82,604	83,741	84,895	86,040	87,169	88,299	89,440	90,106	91,711	92,537	93,995
24	80,696	81,831	82,990	84,125	85,279	86,425	87,553	88,686	89,822	90,489	92,095	92,923	94,380
25	81,095	82,231	83,385	84,524	85,579	86,824	87,954	89,085	90,222	90,892	92,496	93,319	94,780
26	81,496	82,632	83,789	84,928	86,079	87,226	88,354	89,485	90,624	91,289	92,893	93,720	95,181
27	81,911	83,048	84,202	85,346	86,492	87,639	88,769	89,899	91,037	91,705	93,309	94,134	95,595
28	82,325	83,461	84,620	85,759	86,911	88,056	89,186	90,315	91,454	92,122	93,727	94,551	96,011
29	83,315	84,448	85,607	86,744	87,896	89,042	90,170	91,305	93,016	93,107	94,716	95,536	96,996
30	84,344	85,481	86,635	87,773	88,925	90,074	91,195	92,330	93,475	94,140	95,742	96,566	98,028
31	85,414	86,554	87,707	88,842	89,993	91,139	92,268	93,405	94,545	95,207	96,813	97,640	99,101
32	86,527	87,664	88,819	89,961	91,107	92,260	93,380	94,518	95,656	96,319	97,927	98,752	100,211
33	87,688	88,823	89,972	91,120	92,265	93,416	94,542	95,678	96,813	97,478	99,083	99,909	101,369
34	88,900	90,037	91,189	92,329	93,478	94,630	95,756	96,888	98,025	98,691	100,295	101,121	102,582
35	90,166	91,307	92,462	93,596	94,745	95,897	97,024	98,156	99,297	99,961	101,571	102,389	103,837
36	91,512	92,655	93,808	94,941	96,093	97,246	98,368	99,503	100,646	101,309	102,915	103,732	105,197
37	92,959	94,094	95,259	96,393	97,537	98,697	99,818	100,948	102,088	102,758	104,365	105,181	106,644
38	94,539	95,672	96,826	97,962	99,110	100,264	101,388	102,517	103,656	104,331	105,932	106,753	108,219
39	96,182	97,321	98,477	99,615	100,772	101,924	103,043	104,174	105,312	106,044	107,593	108,728	109,871
40	97,846	98,973	100,132	101,272	102,418	103,575	104,702	105,827	106,972	107,769	109,238	110,380	111,524
41	99,500	100,631	101,784	102,926	104,074	105,224	106,350	107,481	108,620	109,486	110,899	112,034	113,180
42	101,161	102,276	103,449	104,583	105,727	106,881	108,010	109,139	110,277	111,207	112,555	113,692	114,840
43	102,815	103,949	105,100	106,235	107,381	108,527	109,657	110,793	111,933	112,930	114,209	115,352	116,493
44	104,626	105,765	106,909	108,045	109,192	110,330	111,467	112,605	113,755	114,812	116,023	117,163	118,302
45	106,580	107,725	108,863	110,000	111,145	112,277	113,414	114,573	115,711	116,847	117,982	119,123	120,267
46	108,538	109,680	110,749	111,957	113,093	114,238	115,375	116,525	117,665	118,790	119,945	121,083	122,220
47	110,890	112,143	113,409	114,678	115,945	117,205	118,482	119,744	121,004	122,270	123,531	124,668	125,813
48	113,409	114,678	115,947	117,205	118,481	119,744	121,007	122,270	123,531	124,801	126,065	127,205	128,349
49	115,947	117,205	118,482	119,737	121,004	122,270	123,531	124,801	126,065	127,335	128,600	129,739	130,879
50	118,482	119,744	121,004	122,270	123,531	124,801	126,071	127,335	128,600	129,858	131,123	132,268	133,399

2027-2028	A-01	A-02	A-03	A-04	A-05	A-06	A-07	A-08	A-09	A-10	A-11	A-12	A-13
1	69,231	70,371	71,528	72,670	73,818	74,970	76,100	77,231	78,375	79,039	80,648	81,472	82,932
2	70,521	71,681	72,860	74,024	75,194	76,367	77,518	78,670	79,835	80,511	82,150	82,989	84,477
3	71,835	73,017	74,217	75,402	76,594	77,789	78,962	80,135	81,322	82,011	83,680	84,535	86,051
4	72,266	73,448	74,649	75,834	77,026	78,221	79,393	80,567	81,754	82,443	84,112	84,967	86,483
5	72,714	73,896	75,097	76,282	77,475	78,669	79,841	81,016	82,202	82,891	84,560	85,416	86,932
6	73,182	74,364	75,563	76,749	77,940	79,135	80,308	81,482	82,669	83,357	85,025	85,881	87,398
7	73,665	74,849	76,048	77,234	78,426	79,620	80,792	81,967	83,153	83,842	85,511	86,366	87,883
8	74,172	75,354	76,554	77,738	78,932	80,124	81,299	82,473	83,660	84,348	86,017	86,872	88,388
9	74,693	75,874	77,073	78,260	79,453	80,647	81,819	82,994	84,181	84,870	86,538	87,394	88,908
10	75,232	76,413	77,613	78,799	79,990	81,184	82,357	83,530	84,720	85,407	87,076	87,931	89,447
11	75,789	76,971	78,171	79,355	80,550	81,743	82,917	84,090	85,277	85,965	87,633	88,492	90,006
12	76,366	77,546	78,746	79,931	81,125	82,320	83,489	84,664	85,852	86,542	88,211	89,067	90,584
13	76,958	78,141	79,342	80,525	81,718	82,913	84,085	85,256	86,447	87,136	88,804	89,660	91,175
14	77,570	78,750	79,950	81,132	82,328	83,521	84,693	85,868	87,056	87,745	89,412	90,270	91,785
15	78,193	79,373	80,573	81,756	82,954	84,144	85,317	86,492	87,679	88,367	90,037	90,896	92,409
16	78,833	80,013	81,211	82,394	83,588	84,784	85,957	87,132	88,317	89,009	90,677	91,532	93,049
17	79,484	80,666	81,868	83,051	84,243	85,437	86,613	87,783	88,971	89,662	91,327	92,182	93,700
18	80,151	81,331	82,532	83,716	84,911	86,104	87,277	88,451	89,636	90,328	91,995	92,852	94,368
19	80,830	82,007	83,211	84,392	85,588	86,781	87,956	89,131	90,316	91,007	92,673	93,530	95,050
20	81,536	82,716	83,922	85,102	86,299	87,489	88,665	89,837	91,022	91,714	93,384	94,240	95,757
21	82,272	83,457	84,657	85,840	87,039	88,228	89,402	90,574	91,760	92,452	94,118	94,982	96,494
22	82,659	83,838	85,041	86,226	87,424	88,611	89,786	90,960	92,145	92,836	94,503	95,363	96,878
23	83,042	84,225	85,425	86,610	87,807	88,996	90,171	91,344	92,524	93,221	94,891	95,744	97,263
24	83,442	84,619	85,825	87,007	88,206	89,395	90,569	91,743	92,928	93,620	95,288	96,146	97,661
25	83,843	85,022	86,227	87,406	88,605	89,796	90,968	92,145	93,325	94,018	95,687	96,547	98,060
26	84,258	85,438	86,637	87,820	88,917	90,210	91,385	92,559	93,740	94,436	96,103	96,958	98,476
27	84,674	85,854	87,057	88,240	89,436	90,628	91,800	92,975	94,158	94,849	96,516	97,375	98,893
28	85,105	86,287	87,485	88,674	89,865	91,057	92,231	93,406	94,588	95,282	96,949	97,806	99,323
29	85,536	86,716	87,921	89,104	90,301	91,490	92,664	93,837	95,021	95,715	97,383	98,239	99,755
30	86,565	87,741	88,946	90,127	91,324	92,515	93,686	94,866	96,044	96,738	98,410	99,262	100,779
31	87,633	88,814	90,014	91,196	92,393	93,587	94,752	95,931	97,120	97,811	99,476	100,332	101,851
32	88,745	89,929	91,128	92,307	93,503	94,693	95,867	97,048	98,232	98,920	100,589	101,448	102,966
33	89,901	91,082	92,283	93,469	94,660	95,858	97,022	98,204	99,386	100,076	101,746	102,603	104,119
34	91,108	92,287	93,481	94,674	95,864	97,060	98,229	99,410	100,589	101,280	102,947	103,806	105,322
35	92,367	93,548	94,745	95,929	97,123	98,321	99,491	100,666	101,848	102,540	104,206	105,064	106,582
36	93,683	94,868	96,068	97,246	98,440	99,637	100,808	101,985	103,170	103,860	105,532	106,382	107,886
37	95,081	96,268	97,467	98,643	99,841	101,039	102,205	103,384	104,571	105,260	106,929	107,777	109,299
38	96,585	97,764	98,974	100,153	101,341	102,546	103,711	104,885	106,069	106,766	108,436	109,283	110,803
39	98,226	99,403	100,603	101,783	102,976	104,174	105,342	106,515	107,698	108,400	110,064	110,916	112,440
40	99,933	101,117	102,318	103,500	104,702	105,899	107,061	108,237	109,419	110,180	111,789	112,969	114,156
41	101,662	102,833	104,037	105,222	106,413	107,614	108,785	109,955	111,144	111,972	113,499	114,685	115,874
42	103,380	104,556	105,753	106,941	108,132	109,327	110,498	111,673	112,856	113,756	115,224	116,404	117,594
43	105,106	106,265	107,484	108,661	109,850	111,049	112,223	113,395	114,578	115,544	116,945	118,126	119,318
44	106,825	108,003	109,199	110,378	111,568	112,759	113,934	115,114	116,298	117,334	118,663	119,851	121,036
45	108,707	109,890	111,078	112,258	113,450	114,633	115,814	116,996	118,191	119,289	120,548	121,732	122,915
46	110,736	111,926	113,109	114,290	115,480	116,656	117,837	119,041	120,224	121,404	122,583	123,769	124,958
47	112,771	113,957	115,068	116,324	117,504	118,693	119,874	121,069	122,254	123,423	124,623	125,805	126,986
48	115,215	116,517	117,832	119,150	120,467	121,776	123,103	124,414	125,723	127,038	128,349	129,530	130,719
49	117,832	119,150	120,469	121,776	123,102	124,414	125,726	127,038	128,349	129,668	130,982	132,166	133,354
50	120,469	121,776	123,103	124,407	125,723	127,038	128,349	129,668	130,982	132,301	133,616	134,799	135,983

2028-2029	A-01	A-02	A-03	A-04	A-05	A-06	A-07	A-08	A-09	A-10	A-11	A-12	A-13
1	70,616	71,778	72,958	74,123	75,295	76,470	77,622	78,776	79,943	80,620	82,261	83,101	84,591
2	71,931	73,115	74,317	75,504	76,697	77,894	79,068	80,243	81,432	82,122	83,793	84,649	86,167
3	73,271	74,477	75,701	76,910	78,126	79,345	80,541	81,738	82,949	83,651	85,354	86,226	87,772
4	74,636	75,864	77,112	78,343	79,581	80,823	82,041	83,260	84,494	85,210	86,944	87,832	89,407
5	75,085	76,313	77,560	78,792	80,030	81,272	82,490	83,709	84,943	85,658	87,392	88,281	89,855
6	75,550	76,778	78,026	79,257	80,497	81,737	82,955	84,176	85,408	86,124	87,858	88,747	90,322
7	76,036	77,264	78,510	79,742	80,980	82,222	83,440	84,660	85,893	86,608	88,341	89,231	90,807
8	76,538	77,768	79,014	80,246	81,485	82,725	83,943	85,164	86,396	87,112	88,846	89,734	91,310
9	77,064	78,293	79,540	80,770	82,011	83,249	84,469	85,690	86,922	87,638	89,372	90,260	91,835
10	77,606	78,833	80,079	81,312	82,551	83,792	85,010	86,230	87,464	88,180	89,913	90,802	92,376
11	78,166	79,393	80,640	81,872	83,110	84,350	85,569	86,788	88,024	88,738	90,472	91,361	92,935
12	78,745	79,973	81,220	82,449	83,691	84,931	86,151	87,370	88,603	89,318	91,051	91,943	93,516
13	79,345	80,571	81,817	83,048	84,289	85,530	86,745	87,965	89,200	89,917	91,651	92,541	94,116
14	79,959	81,189	82,436	83,665	84,905	86,146	87,364	88,581	89,818	90,534	92,267	93,156	94,731
15	80,595	81,821	83,068	84,297	85,538	86,779	87,996	89,217	90,451	91,167	92,899	93,790	95,365
16	81,242	82,468	83,716	84,945	86,189	87,426	88,644	89,866	91,098	91,814	93,549	94,441	96,013
17	81,908	83,134	84,379	85,608	86,848	88,091	89,309	90,531	91,761	92,480	94,213	95,101	96,678
18	82,584	83,812	85,060	86,290	87,528	88,769	89,991	91,207	92,441	93,159	94,889	95,778	97,355
19	83,277	84,503	85,750	86,981	88,222	89,462	90,681	91,900	93,132	93,851	95,582	96,473	98,049
20	83,983	85,205	86,456	87,683	88,926	90,165	91,386	92,607	93,838	94,556	96,287	97,177	98,757
21	84,716	85,942	87,195	88,421	89,665	90,901	92,123	93,340	94,572	95,291	97,026	97,915	99,491
22	85,481	86,711	87,959	89,188	90,433	91,669	92,888	94,106	95,339	96,058	97,789	98,686	100,257
23	85,883	87,107	88,358	89,588	90,833	92,067	93,288	94,508	95,738	96,456	98,189	99,082	100,657
24	86,281	87,510	88,756	89,988	91,232	92,467	93,688	94,906	96,132	96,857	98,592	99,478	101,056
25	86,696	87,919	89,172	90,401	91,646	92,882	94,101	95,321	96,553	97,272	99,004	99,896	101,470
26	87,113	88,338	89,590	90,814	92,061	93,298	94,516	95,738	96,964	97,684	99,418	100,312	101,885
27	87,544	88,770	90,016	91,245	92,385	93,728	94,949	96,169	97,396	98,120	99,851	100,740	102,317
28	87,977	89,203	90,452	91,681	92,924	94,162	95,381	96,601	97,830	98,548	100,280	101,173	102,750
29	88,424	89,652	90,897	92,132	93,369	94,608	95,828	97,048	98,277	98,998	100,730	101,620	103,197
30	88,872	90,098	91,349	92,579	93,823	95,059	96,278	97,497	98,726	99,448	101,180	102,070	103,646
31	89,941	91,163	92,415	93,642	94,886	96,123	97,340	98,566	100,413	100,511	102,248	103,133	104,709
32	91,051	92,278	93,524	94,752	95,996	97,237	98,447	99,672	100,908	101,626	103,355	104,245	105,823
33	92,206	93,437	94,682	95,907	97,149	98,386	99,606	100,833	102,063	102,778	104,512	105,404	106,981
34	93,408	94,635	95,882	97,115	98,352	99,597	100,806	102,034	103,262	103,979	105,714	106,605	108,179
35	94,662	95,886	97,127	98,366	99,602	100,845	102,060	103,287	104,512	105,229	106,962	107,854	109,430
36	95,969	97,196	98,440	99,671	100,911	102,155	103,371	104,592	105,821	106,540	108,270	109,162	110,739
37	97,337	98,568	99,814	101,039	102,280	103,522	104,739	105,962	107,193	107,910	109,648	110,531	112,094
38	98,789	100,023	101,268	102,490	103,734	104,979	106,191	107,416	108,649	109,365	111,099	111,981	113,562
39	100,352	101,576	102,834	104,059	105,293	106,545	107,755	108,976	110,206	110,930	112,665	113,545	115,124
40	102,056	103,280	104,526	105,752	106,992	108,237	109,450	110,669	111,899	112,628	114,356	115,242	116,825
41	103,831	105,060	106,308	107,537	108,785	110,029	111,237	112,458	113,687	114,477	116,148	117,374	118,608
42	105,627	106,843	108,094	109,326	110,563	111,811	113,028	114,243	115,479	116,339	117,925	119,158	120,393
43	107,412	108,634	109,877	111,111	112,350	113,591	114,807	116,028	117,258	118,192	119,717	120,943	122,181
44	109,206	110,409	111,675	112,899	114,134	115,380	116,599	117,817	119,047	120,051	121,505	122,732	123,972
45	110,991	112,215	113,458	114,683	115,920	117,157	118,377	119,603	120,833	121,910	123,291	124,525	125,756
46	112,946	114,176	115,410	116,636	117,875	119,104	120,331	121,559	122,801	123,942	125,249	126,480	127,709
47	115,055	116,291	117,520	118,747	119,983	121,206	122,433	123,684	124,913	126,139	127,364	128,596	129,831
48	117,169	118,402	119,556	120,860	122,086	123,322	124,549	125,791	127,021	128,236	129,483	130,712	131,939
49	119,709	121,061	122,427	123,797	125,165	126,526	127,904	129,266	130,626	131,993	133,354	134,581	135,817
50	122,427	123,797	125,167	126,526	127,903	129,266	130,630	131,993	133,354	134,725	136,090	137,320	138,555

2029-2030	A-01	A-02	A-03	A-04	A-05	A-06	A-07	A-08	A-09	A-10	A-11	A-12	A-13
1	72,028	73,214	74,417	75,606	76,801	77,999	79,175	80,351	81,542	82,232	83,906	84,763	86,283
2	74,737	75,967	77,215	78,449	79,689	80,932	82,152	83,372	84,608	85,324	87,061	87,950	89,527
3	76,129	77,382	78,654	79,910	81,173	82,439	83,682	84,925	86,184	86,914	88,683	89,589	91,195
4	77,547	78,823	80,119	81,398	82,685	83,975	85,241	86,507	87,789	88,533	90,334	91,257	92,894
5	78,013	79,289	80,585	81,865	83,151	84,441	85,707	86,974	88,255	88,999	90,801	91,724	93,360
6	78,497	79,773	81,069	82,348	83,636	84,925	86,190	87,458	88,739	89,483	91,284	92,208	93,845
7	79,001	80,277	81,572	82,852	84,138	85,428	86,694	87,962	89,243	89,986	91,787	92,711	94,348
8	79,523	80,801	82,095	83,376	84,663	85,952	87,217	88,485	89,766	90,509	92,311	93,234	94,871
9	80,070	81,346	82,642	83,920	85,209	86,496	87,764	89,032	90,312	91,056	92,857	93,780	95,417
10	80,633	81,908	83,202	84,483	85,771	87,060	88,325	89,593	90,875	91,619	93,419	94,343	95,978
11	81,214	82,489	83,785	85,065	86,351	87,640	88,906	90,172	91,457	92,199	94,001	94,924	96,560
12	81,816	83,092	84,388	85,665	86,955	88,244	89,511	90,777	92,058	92,802	94,602	95,529	97,164
13	82,439	83,713	85,008	86,287	87,576	88,866	90,128	91,396	92,679	93,424	95,226	96,150	97,787
14	83,078	84,355	85,651	86,928	88,216	89,506	90,771	92,036	93,321	94,065	95,865	96,789	98,426
15	83,739	85,012	86,308	87,584	88,874	90,163	91,428	92,697	93,979	94,722	96,523	97,448	99,084
16	84,411	85,685	86,981	88,258	89,550	90,836	92,101	93,370	94,651	95,394	97,197	98,124	99,758
17	85,102	86,376	87,669	88,947	90,235	91,527	92,792	94,061	95,340	96,087	97,887	98,810	100,449
18	85,805	87,081	88,378	89,655	90,942	92,231	93,501	94,764	96,046	96,792	98,590	99,513	101,151
19	86,525	87,799	89,095	90,373	91,663	92,951	94,217	95,484	96,764	97,511	99,310	100,235	101,873
20	87,258	88,528	89,828	91,102	92,394	93,681	94,950	96,218	97,498	98,244	100,042	100,967	102,608
21	88,020	89,294	90,596	91,869	93,162	94,446	95,716	96,981	98,260	99,007	100,810	101,734	103,371
22	88,815	90,093	91,389	92,666	93,960	95,244	96,511	97,777	99,057	99,804	101,602	102,535	104,167
23	89,232	90,505	91,804	93,082	94,376	95,658	96,926	98,194	99,472	100,218	102,018	102,946	104,582
24	89,646	90,923	92,218	93,497	94,790	96,073	97,342	98,607	99,881	100,634	102,437	103,357	104,997
25	90,077	91,348	92,650	93,926	95,220	96,504	97,771	99,039	100,318	101,065	102,866	103,792	105,427
26	90,510	91,783	93,084	94,356	95,651	96,936	98,202	99,472	100,746	101,494	103,296	104,224	105,858
27	90,958	92,232	93,526	94,804	95,988	97,384	98,652	99,920	101,195	101,946	103,746	104,668	106,307
28	91,408	92,682	93,980	95,257	96,548	97,835	99,100	100,368	101,646	102,391	104,191	105,118	106,757
29	91,873	93,149	94,442	95,725	97,011	98,297	99,565	100,833	102,109	102,859	104,658	105,583	107,222
30	92,338	93,611	94,912	96,189	97,482	98,766	100,033	101,299	102,577	103,326	105,126	106,051	107,688
31	93,448	94,719	96,019	97,294	98,586	99,872	101,136	102,410	104,329	104,431	106,236	107,155	108,793
32	94,602	95,877	97,172	98,448	99,740	101,029	102,286	103,559	104,843	105,589	107,386	108,310	109,950
33	95,802	97,081	98,374	99,647	100,938	102,224	103,490	104,765	106,044	106,786	108,588	109,515	111,154
34	97,050	98,325	99,621	100,902	102,187	103,481	104,737	106,013	107,289	108,034	109,837	110,762	112,398
35	98,353	99,626	100,915	102,203	103,487	104,778	106,040	107,315	108,588	109,333	111,134	112,060	113,698
36	99,712	100,987	102,279	103,558	104,847	106,139	107,402	108,672	109,948	110,695	112,493	113,419	115,058
37	101,133	102,412	103,707	104,980	106,269	107,560	108,824	110,094	111,374	112,119	113,924	114,842	116,465
38	102,642	103,924	105,217	106,488	107,780	109,074	110,332	111,605	112,887	113,630	115,432	116,348	117,991
39	104,265	105,538	106,844	108,117	109,400	110,700	111,958	113,226	114,504	115,256	117,059	117,973	119,614
40	106,037	107,308	108,603	109,876	111,164	112,458	113,719	114,985	116,263	117,020	118,816	119,737	121,381
41	107,880	109,157	110,455	111,731	113,028	114,320	115,575	116,844	118,120	118,942	120,678	121,952	123,234
42	109,746	111,010	112,310	113,589	114,875	116,172	117,436	118,698	119,983	120,876	122,524	123,805	125,088
43	111,601	112,870	114,163	115,445	116,731	118,021	119,284	120,554	121,831	122,802	124,386	125,660	126,946
44	113,465	114,715	116,031	117,302	118,585	119,880	121,147	122,412	123,690	124,733	126,244	127,519	128,807
45	115,320	116,591	117,883	119,155	120,441	121,726	122,994	124,268	125,546	126,665	128,099	129,381	130,661
46	117,351	118,628	119,911	121,185	122,472	123,749	125,024	126,300	127,590	128,775	130,134	131,412	132,690
47	119,542	120,826	122,104	123,378	124,663	125,933	127,208	128,507	129,784	131,058	132,331	133,611	134,895
48	121,739	123,019	124,219	125,574	126,848	128,132	129,407	130,697	131,975	133,237	134,533	135,809	137,084
49	124,377	125,783	127,202	128,625	130,047	131,460	132,892	134,307	135,721	137,140	138,555	139,830	141,114
50	127,202	128,625	130,049	131,460	132,891	134,307	135,724	137,140	138,555	139,979	141,397	142,676	143,959

APPENDIX 16:31 CO-CURRICULAR ACTIVITIES

Positions and tiers effective July 1, 2022

Club	Tier
All School Show Choreographer	I
All School Show Costumer	I
Art & Literary Magazine	I
Book Club 1	I
Character Education	I
Chess Club	I
DMS Drama Club Assistant Director	I
DMS Drama Club Musical Director	I
DMS Jazz Band	I
DMS Mustang Pride	I
Family and Consumer Science	I
Freshman Class Advisor	I
Math Honor Society	I
Math League	I
Mock Trial	I
National French Honor Society	I
Rho Kappa Social Studies Honor Society	I
SADD 7-12	I
SHS Yearbook Advisor Assistant	I
Sophomore Class Advisor	I
Spanish Club/Honor Society	I
Teen Institute	I
Youth Environmental Action/DMS Tech	I
All School Show Asst Tech Director	II
DMS Drama Director	II
DMS Science Olympiad	II
DMS Ski Club Advisor 1	II
Junior National Honor Society	II
National Honor Society	II
Outdoor Club	II
SHS Ski Club Advisor 1	II
DMS 4-6 Intramurals	III
DMS Boys Intramurals	III
DMS Girls Intramurals	III
SHS Boys Intramurals	III
SHS Girls Intramurals	III
Trap Shooting	III
All School Show Orchestra	IV
All School Show Technical Director	IV
All School Show Vocals	IV
Jazz Ensemble	IV
All School Show Director	V
DMS Robotics	V
Fall Drama Director	V
Junior Class Advisor	V
DMS Student Council	VI
DMS Yearbook Advisor	VI
Future Farmers of America	VI
Senior Class Advisor	VI
SHS Student Government	VI
SHS Yearbook Advisor	VI

Positions and tiers effective July 1, 2023

Club	Tier
All School Show Costumer	I
Art & Literary Magazine	I
Book Club 1	I
Book Club 2	I
Book Club 3	I
Character Education	I
Chess Club	I
DMS Jazz Band	I
DMS Mustang Pride	I
DMS Ski Club Advisor 1	I
DMS Ski Club Advisor 2	I
eSports 1	I
eSports 2	I
Freshman Class Advisor	I
Math Honor Society	I
Math League	I
Mock Trial	I
National French Honor Society	I
Rho Kappa Social Studies Honor Society	I
SADD 7-12	I
SHS Ski Club Advisor 1	I
SHS Ski Club Advisor 2	I
Sophomore Class Advisor	I
Spanish Club/Honor Society	I
All School Show Choreographer	II
DMS Drama Club Assistant Director	II
DMS Drama Club Musical Director	II
DMS Science Olympiad	II
Family and Consumer Science	II
Junior National Honor Society	II
National Honor Society	II
Outdoor Club	II
SHS Yearbook Advisor Assistant	II
Teen Institute	II
Youth Environmental Action/DMS Tech	II
All School Show Asst Tech Director	III
DMS 4-6 Intramurals	III
DMS Boys Intramurals	III
DMS Drama Director	III
DMS Girls Intramurals	III
SHS Boys Intramurals	III
SHS Girls Intramurals	III
Trap Shooting	III
All School Show Orchestra	IV
All School Show Technical Director	IV
All School Show Vocals	IV
Jazz Ensemble	IV
All School Show Director	V
DMS Robotics	V
Fall Drama Director	V
Junior Class Advisor	V
DMS Student Council	VI
DMS Yearbook Advisor	VI
Future Farmers of America	VI
Senior Class Advisor	VI
SHS Student Government	VI
SHS Yearbook Advisor	VI

- A. All extracurricular positions will be ONE (1) position for the entire year. It is possible that two (2) individuals may share a position with their pay being prorated appropriately.
- B. Any organization omitted by oversight, or any new organization formed during the duration of this contract will be added to the list by the Superintendent of Schools. This list is intended to include all organizations approved by the District.

Co-Curricular Stipends

Tier	2026-2027	2027-2028	2028-2029	2029-2030
I	\$1,836	\$1,908	\$1,982	\$2,059
II	\$2,535	\$2,634	\$2,737	\$2,844
III	\$3,234	\$3,360	\$3,491	\$3,627
IV	\$3,935	\$4,088	\$4,247	\$4,413
V	\$4,634	\$4,815	\$5,003	\$5,198
VI	\$5,336	\$5,544	\$5,760	\$5,985

- A. Payment for activities that run for less than the entire academic year will be made by the District at the end of the activity.

Payment for activities that run for the entire academic year will, at the option of the advisor, be made either: a) in one (1) payment at the end of the school year; or b) in two (2) payments - one (1) in the middle and one (1) at the end of the school year.

- B. Payment of stipend - see Article 16:43

APPENDIX 16:32
COACHING SALARY SCHEDULE*
(WEEKLY SALARIES)

<u>Sport</u>	<u>2026-2027</u>	<u>2027-2028</u>	<u>2028-2029</u>	<u>2029-2030</u>
Football (boys only)	\$794	\$818	\$843	\$868
Basketball (boys & girls)	\$794	\$818	\$843	\$868
Gymnastics (girls only)	\$794	\$818	\$843	\$868
Wrestling (boys only)	\$794	\$818	\$843	\$868
Baseball (boys only)	\$794	\$818	\$843	\$868
Track (boys & girls)	\$794	\$818	\$843	\$868
Softball (girls only)	\$794	\$818	\$843	\$868
Volleyball (girls only)	\$794	\$818	\$843	\$868
Soccer (boys & girls)	\$794	\$818	\$843	\$868
Lacrosse (boys & girls)	\$794	\$818	\$843	\$868
Indoor Track (girls & boys)	\$794	\$818	\$843	\$868
Golf (boys & girls)	\$794	\$818	\$843	\$868
Tennis (boys & girls)	\$794	\$818	\$843	\$868
Cross Country (one head coach)	\$794	\$818	\$843	\$868

* Longevity pay for coaching has been deleted.

Assignment of assistant varsity coaches

The District will determine the number of assistant varsity coaches based on:

- Risk level of sport
- Enrollment in sport
- Skill levels and intensity of techniques required in the sport
- Title IX obligations